

Program Viability Committee of the Academic Senate

COMMITTEE PROCEDURES

Mission

The purpose of the Program Viability Committee (an Academic Senate subcommittee) is to evaluate and review proposals for Program initiation, modification, or discontinuance according to Board Policy 4021 Program Viability – Initiation, Modification and Discontinuance. Once proposals have been evaluated, the Program Viability committee shall evaluate the program proposal and complete a written report to summarize its findings. The report should assess the program's alignment with the mission, values, and goals of the institution, as well as access and equity for students. The report shall, in essence, create a narrative describing the rationale for the recommended approval or denial of the proposed discontinuance, initiation, or modification.

Oversight

The Academic Senate reviews the activity of the Committee and gives general direction to its work.

Duties and Functions

The Program Viability Committee will be responsible for maintaining an process to evaluate proposals for program initiation, modification or discontinuance.

The Committee will:

The Committee will use the quantitative and qualitative evidence contained within the initial proposal as a foundation to make a qualitative assessment as to determining the merit of initiation, modification or discontinuance.

The Committee will be charged with:

1. Determining the initial proposal's evidentiary sufficiency per Section III (A) and (B) of AP 4021.
2. Review and assess the sufficiency of the quantitative and qualitative evidence per Section IV(B) of AP 4021.
3. Exercising discretion to expand its membership to include program support staff, student services representatives, and adjunct instructors.
4. Gathering all qualitative and quantitative evidence into a written report.
5. Participating in all public meetings and discussions.
6. Recommending to the Academic Senate one of the six potential outcomes of the proposal process to include documenting its findings by a narrative. (Listed is Section V (A) of AP 4021.)
7. The Program Viability Committee must document any recommendations or requirements from external regulatory, governing or licensing body to which the program is subject.

Membership

1. Academic Senate President, or designee.
 - a. The President of the Academic Senate shall serve as Chair of the committee. The President may delegate this duty to another standing member of the committee.
2. A tenured or tenure-track faculty member from a transfer discipline.
3. A tenured or tenure-track faculty member from a CTE discipline.
4. CIO, or designee.
5. COCFA President, or designee.
6. AFT Part-time faculty union President, or designee.
7. A student representative appointed by the Associated Student Government.
8. A Counselor appointed by the Academic Senate President in consultation with the Counseling Chair.
9. Curriculum Committee Faculty Chair, or designee.
10. A member of the Program Review Committee.

Any change in membership structure of the must be approved by the Academic Senate.

Committee Meetings

The PV committee generally meets once a month during the academic year. Additional meetings can be set but must be agreed upon by the standing committee members.

1. The first meeting of the academic year will be a planning and training session.

Subsequent 1.5-hour meetings will be conducted in general as following:

2. After Proposal Received by Academic Senate President:

- Committee business
- Program proposal review:
 - Each member of the committee is expected to review the submitted proposal prior to the meeting
 - A list of questions will be generated by the committee for the proposal
 - The questions will be summarized and sent by the PV Committee Chair to the originator of the proposal

3. After Proposal Reviewed by the Committee:

- Committee business: first 20 minutes
- Program proposal presentation: 10 minutes
- Q&A with program proposal presenters: 20-30 minutes
- Committee closed deliberation: 30 minutes

Proposal Submissions

To ensure proper planning and advanced notice, the Program Viability Committee will notify the campus every spring semester of the timeline and procedural deadlines for submitting proposals during the fall semester.

Program initiation, modification and discontinuance proposals shall be submitted to the Academic Senate President no later than the eighth week of the fall semester. Proposals received after the eighth week of the fall semester, or during the spring semester, will be advanced but with no intent of program implementation by the start of the next academic year.

The Committee will accept no more than 6 proposals per academic year. The Committee reserves the right to exceed the maximum number of proposals if in its judgment the additional proposals are nominal in their workload and institutional impact.

All proposals will first undergo a Technical Review using a Program Proposal Checklist and the proposal should be sent at least one in advance of the Technical Review meeting.

Proposals will be evaluated on a first in time basis. If more than one proposal is submitted at the same time, the committee reserves the right to determine priority of review.

If compelling reasons exist, then the committee reserves the right to evaluate any proposals submitted after the deadline of the eighth week of the fall semester.

Proposal Evaluation

The PV committee shall evaluate proposals and presentations based on the quantitative and qualitative evidence. The committee should evaluate the program's alignment with the mission, values, and goals of the institution, as well as access and equity for students. The committee reserves the right to apply or not apply Pilot Program Status to any proposal that it deems necessary based on the evaluation of the proposal.

The Program Viability Committee may return proposals to the proposing party it deems incomplete due to the submission of insufficient benchmark evidence. In such cases, the proposal is considered "ongoing" and can be resubmitted directly to the Committee at a future date. The Committee will determine a reasonable timeline for resubmission of the revised proposal. No Committee report need be forwarded to the Academic Senate as long as the proposal is ongoing.

If the proposal is determined complete, the Program Viability Committee shall submit its written report to the full Academic Senate no later than the fifth week of the Spring semester of the academic year in which the proposal was submitted. The report shall include both quantitative and qualitative evidence that support its findings. The report should assess the program's alignment with the mission, values, and goals of the institution, as well as access and equity for students. The report shall, in essence, create a narrative describing the rationale for the recommended approval or denial of the proposed discontinuance, initiation or modification. The recommended rationale shall substantiate the likelihood of achieving necessary and legitimate educational and institutional goals as well as bear equivalence to relevant standards established by the State Chancellor's Office.

Attendance

It is the responsibility of the committee member to notify a co-chair when he/she is unable to attend a scheduled meeting.

If a member of the Committee isn't able to attend a meeting, he/she must send a Proxy.

Program Viability Categories

Categorical – this is work that the Curriculum Committee can handle directly and does not go to PV Committee

1. State Mandated Changes
 - a. Creation of new ADT degrees for existing programs.
 - b. Creation of new ADT degree that is not mandated but where a department has an existing similar degree.
2. Outside Requirement
 - a. Accrediting agency/body requires an existing program to modify degree or certificate.

Nominal Modifications – this is work that the Curriculum Committee can handle directly and does not go to PV Committee.

1. Basic/Simple Modification
 - a. Two or less credit courses added to a degree or certificate.
 - b. Two or less new noncredit basic skills courses created for certificate.
 - c. Taking basic skills credit courses and moving to noncredit and creating non-credit certificate.

Substantial Modifications - a proposal must go to PV committee

1. Three or more new credit non-CTE courses are added to an existing program degree or certificate. Required data: comparison to 4-year degrees, availability of degree locally, number of 4-year graduates locally.
2. Three or more new credit CTE courses are added to an existing program degree or certificate. Required data: labor market research and advisory committee minutes supporting change.
3. Three or more new non-credit CTE courses are added to an existing program degree or certificate. Required data: labor market research and advisory committee minutes supporting change.

Program Initiation/New Programs – a proposal must go to PV committee and data will be required to support the proposal.

1. Grant Proposals – Full Labor Market Data is required.
 - a. Preliminary Grant Proposal should be sent to PV Committee when it is submitted to grant agency for possible funding.
 - b. Final Grant Proposal should be sent to PV committee as soon as notification of award of grant is received.
2. New Non-CTE Programs – Other data relevant to the program required:
 - a. Comparison to local 4-year degree
 - b. Availability of 4-year degree in region
 - c. Number of graduates with that degree in region
3. CTE Programs – Full Labor Market Data is required.
 - a. New CTE degrees or certificates in noncredit.
 - b. New CTE degrees or certificates in credit.