
PROGRAM VIABILITY COMMITTEE TRAINING

FALL 2023



OVERVIEW

- The Program Viability Committee is a standing committee of the Academic Senate. Per AP 402 I, program initiation, modification, and discontinuance proposals shall be submitted to the Academic Senate President, or designee, to be reviewed at the PV Committee.
- The Committee will use the 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 proposals evidentiary sufficiency per Section III according to AP 402 I.
 2. Exercising discretion to expand its membership to include program support staff, student services representatives, and adjunct instructors.
 3. Gathering all qualitative and quantitative evidence into a written report.
 4. Participating in all public meetings and discussions.
 5. Recommending to the Academic Senate the outcome of the PV process

BACKGROUND

- Program Viability and the Curriculum Committee used to be the same process.
- We decided locally that it would be best to have the committees separate based on the scale of the proposal.
- If a proposal has three or more new credit courses, and/or there are substantial human, physical, and/or financial resources needed to implement the proposal, the discussion of need occurs at PV.
- If a proposal has four or more new noncredit courses, and/or there are substantial human, physical, and/or financial resources needed to implement the proposal, the discussion of need occurs at PV.
- If fewer than three new credit courses (or four new noncredit courses) are being proposed AND there are NOT substantial human, physical, and/or financial resources needed to implement the proposal, the discussion of need occurs at Curriculum Committee.

PROGRAM VIABILITY AND CURRICULUM COMMITTEES ROLE IN APPROVAL PROCESS

- Five criteria are used by the State Chancellor's Office to approve credit programs and noncredit programs and courses that are subject to Chancellor's Office review. They were derived from statute, regulation, intersegmental agreements, guidelines provided by transfer institutions and industry, recommendations of accrediting institutions, and the standards of good practice established in the field of curriculum design. These criteria have been endorsed by the community college system as an integral part of the best practice for curriculum development.
- The five criteria are as follows:
 1. Appropriateness to Mission (PV or CC)
 2. Need (PV or CC)
 3. Curriculum Standards (Mostly CC)
 4. Adequate Resources (Mostly PV)
 5. Compliance (PV and CC)

CURRENT MEMBERSHIP

- Garrett Rieck, Faculty Chair
- Jason Burgdorger, COCFA President
- Jennifer Paris, CTE
- VACANT, Adjunct/AFT rep
- Julie Hovden, Student Services
- VACANT, Program Review
- Tricia George, Curriculum Committee Chair
- TBD, ASG Student
- Karl Striepe, Transfer Discipline
- Omar Torres, CIO

MEMBERSHIP STARTING IN SPRING OR FALL 2024

Fall 2023

- Faculty Chair (appointed by the Academic Senate President).
- A tenured or tenure-track faculty member from a transfer discipline.
- CTE Liaison, or designee in consultation with the Academic Senate President.
- CIO, or designee.
- COCFA President, or designee.
- AFT Part-time faculty union President, or designee.
- A student representative appointed by the Associated Student Government.
- A Counselor appointed by the Academic Senate President in consultation with the Counseling Chair.
- Curriculum Committee Faculty Chair, or designee.
- Program Review Committee Chair, or designee.

Spring or fall 2024

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- Curriculum Committee Faculty Chair, or designee.
- Program Review Committee Chair, or designee.
- **Vice-President of Business Services, or designee.**
- **Vice-President of Facilities, or designee.**
- **Vice-President of Information Technology, or designee.**

TYPES OF PROPOSALS

- **Program Initiation:** The institution or adoption of a new program. All newly initiated Programs shall be considered “Pilot Programs” until approved for permanent status.
- **Program Modification** (shall be categorized in the following three manners)
 - Substantial Modification: An alteration to an existing Program that substantially modifies the Program in terms of necessary institutional resources yet to be secured or acquired or redirects such resources in a manner that requires institutional review beyond the mission of the Academic Senate’s Curriculum Committee.
 - Categorical Modifications: Proposals that re-categorize existing Programs in terms of their instructional value, degree or certificate status, or placement within the curricular organization established by the Office of Instruction, and do not substantially modify the Program’s terms or requirements.
 - Nominal Modifications: Modifications determined by the Curriculum Committee to be nominal, normal, or customary revisions, scheduled or otherwise, that exist and are managed via the existing curriculum review process administered by the Curriculum Committee.

TYPES OF PROPOSALS

- **Revitalization:** A proposal submitted to the PV Committee to evaluate and assess the programmatic health and viability of a particular program.
 - If the PV Committee deems Program Revitalization is necessary, an ad hoc joint committee of Faculty and Administration may be necessary to provide the institutional support required for the continued viability of the Program. The PV Committee's role is merely to adopt the objective standards for Revitalization; not to oversee implementation of those standards.
- **Discontinuance:** The termination of an existing Program, discipline, or Academic Department.

PROPOSALS FOR ACADEMIC DEPARTMENT INITIATION, MERGER, SPLITTING OR RENAMING

- Formal written proposals are required for any and all categories of new departments. Such proposals shall be brought to the Academic Senate. The Chief Instructional Officer or any full-time faculty member may initiate proposals to create new, additional departments
- Upon receipt of the written proposal the Academic Senate will send the proposal to the Program Viability Committee for review. The Program Viability Committee shall assume the responsibility for all AP 4023 proposals and will process them in accordance with the established standards of AP 4023

PROPOSAL FORMS

- Program Initiation/Modification
- Career Education - Program Justification (used to obtain COE LMI report)
- Program Revitalization
- Program Discontinuance
- All forms are posted in the PV Canvas shell and on the intranet.

FOCUS OF THE PROPOSAL FORMS

- Program name and description
- Program need and justification (COE LMI report must be provided for CE proposals)
- Program and Curriculum Design (BIG picture)
- Implementation plan and Institutional Support
 - Academic Organization and Faculty Support
 - Human Resources
 - Physical Resources
 - Financial Resources
- Alignment of Program with:
 - Mission, values, and goals of COC
 - Access and equity goals and impact on diversity

PILOT PROGRAM REPORTS

- Currently the reports are year one, two, and three.
- Will be changed to Report #1, 2, and 3
- **Report #1** – the report shall be an informational status update to include evidence of the Program's growth, success, and challenges to date.
- **Report #2** – the report shall quantify the original proposal's projections that were included in the quantitative and qualitative evidentiary requests listed in Section III of this procedure. The report shall also include a substantiated projection as to the Program's likelihood for sustainable success by the end of its third year.
 - Revitalization Standards – if, having received Report #2, the PV Committee deems Revitalization might be necessary for a particular Pilot Program, there will be consideration of an ad hoc joint committee of Faculty and Administration to provide the institutional support required to ensure the continued viability of the Pilot Program.
- **Final Report** – the report shall quantify the original proposal's projections that were included in the quantitative and qualitative evidentiary requests listed in Section III of this procedure. The report shall also include a substantiated projection as to the Program's immediate institutional sustainability.
- New report templates will be created once revisions to AP/BP 4021 are officially approved.

UPCOMING PROPOSALS THIS ACADEMIC YEAR

- Recreation Management (continued discussion on units)
- Entertainment Drafting
- Project Based Learning (housed in CWEE department)
- Virtual Production in Animation.
- Ethnic Studies
- At least 12 reports

QUESTIONS

