

## BP 4021 Program Viability – Initiation, Modification, Discontinuance and Revitalization

### Reference:

*Education Code Section 78015(a)(1), 78016(a); Title 5, Section(s) 51022, 53203(d)(1), 55130; ASCCC “Program Discontinuance: A Faculty Perspective”;*

Pursuant to Title 5, Section 51022(a), the governing board shall adopt and carry out its policies for the initiation, modification, or discontinuance of courses or programs. Santa Clarita Community College District is committed to supporting programs that fulfill its Mission and Institutional Learning Outcomes for students. Because program initiation, modification and discontinuance is a curricular, student success and educational issue, it must follow a careful and extensive review of the program’s status in relation to the overall educational mission of the District.

4021.01 A program is defined as an organized sequence of courses, or a single course, leading to a defined objective, a degree, certificate, diploma, license, or transfer to another institution of higher education (CCR Title 5, Section 55000). (e.g., completing a program of study leading to a certificate in Computer Maintenance Technology, an AS degree in Business, or transfer). For purposes of this policy “Program” shall also be understood to mean any thematic cluster of courses within the purview of the Office of Academic Affairs that support a common outcome.

(a) Academic Department - is an organizational structure composed of one or more related disciplines. Academic Departments are governed by Administrative Procedure 4023.

(b) The establishment and existence of a designated program review within the District’s integrated institutional planning system does not by default confer the focus and object of that review to be a “program” if it has not met the requirements and standards of Administrative Procedure 4021.

4021.02 Program Initiation – is the institution or adoption of a new program as defined by this policy and implemented through Administrative Procedure 4021.

(a) All newly initiated programs shall be considered “pilot programs” as detailed in Administrative Procedure 4021.

4021.03 Program Modification – Program modifications shall be categorized in the following three manners:

(a) Substantial Modification - is 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

Curriculum Committee of the Academic Senate. Such modifications may concern, among other factors, ~~of~~ curriculum relevance and status, current faculty workload; physical or financial resources, academic outcomes and process; articulated coursework required for certificate, degree or transfer; or students' ability to achieve their educational goals in a reasonable amount of time. The re-categorization of existing curriculum or proposed new curriculum might not necessarily constitute a substantial modification. A "Substantial Modification" must be proposed and meet the procedural requirements found in Administrative Procedure 4021.

(b) Categorical Modifications – proposals that re-categorize existing programs in terms of their instructional value, degree or certificate status, or placement within the curricular organization, and do not substantially modify the terms or requirements of the program.

(c) Nominal Modifications – are non-substantial modifications determined to be normal customary revisions, scheduled or otherwise, that exist and are managed via the existing curriculum review process administered by the Curriculum Committee, a sub-committee of the Academic Senate. Such revisions are generally for the purpose of maintaining currency and, or legally mandated changes. This category of program modification shall be determined "nominal" in its effect and institutional impact and thus fall outside the purview and requirement of Administrative Procedure 4021. The Curriculum Committee may elect to deny a review of proposed modifications it deems "substantial" and refer proposing party to Administrative Procedure 4021 for action.

4021.04 Program Viability Review – is the process of determining the appropriateness of a Program Initiation, Program Modification, Discontinuance, or Revitalization.

4021.05 Program Discontinuance – is the termination of an existing program, discipline, or department.

4021.06 De Facto Discontinuance – Is the unofficial, improper discontinuance of a program in circumvention of this administrative procedure, intended or unintended, that results from the reduction of course sections within that program or from any other institutional or administrative action; thereby rendering program implementation and completion impossible or improbable.

4021.07 Committee: the Academic Senate will form a standing Program Viability Committee whose membership is listed in Section IV of this procedure.

4021.08 Proposal to Revitalize – is a proposal submitted to the Program Viability Committee to evaluate and assess the programmatic health and viability of a particular educational program.

- 4021.09 Revitalization: a recommended action to remedy identified problematic areas of a program.
- 4021.10 Short Term Staffing and Fiscal Plan – is a proposed plan to project the staffing and fiscal needs of a program from one to three years in duration.
- 4021.11 Long Term Staffing and Fiscal Plan – is a proposed plan to project the staffing and fiscal needs of a program from three to five years in duration.
- 4021.12 Determination Process: refers to the sequential process of Section III through V of Administrative Procedure 4021.
- 4021.13 Program discontinuance shall not be driven merely by budgetary considerations. Low or declining enrollment or other degenerating measurements that are due primarily to budgetary reasons will not by itself justify program discontinuance.
- 4021.14 Special attention must be given to the impact of program discontinuance upon those students who are currently enrolled in the program.
- 4021.15 Program discontinuance is an issue of both academic and professional concern for the Academic Senate. It is also a matter of collective bargaining in so far as the policy impacts employment or other negotiated work conditions. Above all, it affects students' ability to achieve their educational goals. Therefore, program discontinuance requires participation of members from all segments of the educational community of the District, including students in particular. It must be supported by a thoughtful process of vital academic considerations and a careful analysis of a range of data about the program in question and the impact on the educational mission of the District.
- 4021.14 A recommendation to discontinue is mandated if so ordered by an external regulatory, governing or licensing body to which the program is subject. The process for program, discontinuance mandated or otherwise, is set forth in Administrative Procedure 4021. If discontinuance of a program or course is determined, implementation of the discontinuance must occur in a timely manner, per Administrative Procedure 4021.
- 4021.16 College districts are also required by statute and regulation to develop a process for program discontinuance and minimum criteria for the discontinuance of occupational programs. Additionally, Education Code §78015(a)(1) and 78016(a) stipulates that every vocational and occupational program shall meet certain labor market requirements prior to initiation and every two years thereafter to ensure its necessity. Any job market study of a particular labor market must meet professional industry standards by utilizing accepted methodology of data gathering and analysis.

*See Administrative Procedure 4021*

Board Approved: September 11, 2019

Next Review Date: Fall, 2025