



Administrative Regulation
Chapter 4 – Academic Affairs

AR 4021 PROGRAM DISCONTINUANCE

Program Discontinuance Process

1. Definition

The program discontinuance process detailed below shall be invoked only when an entire discipline or area of study is being considered for discontinuance. It does not apply to the discontinuance of individual courses, certificates, or degrees unless such action would result in the discontinuance of an entire discipline or area of study.

2. Identification

The appropriate senior administrator will identify a program to be considered for discontinuance and specify the criteria to make the identification. Criteria might include, but would not be limited to, issues concerning enrollment, demand for a service, budget, facilities, staffing, and match with the college's mission or current goals and objectives. A summary of previous efforts to address the issues relative to the criteria will be included in the identification.

3. Recommendation

A. For Instructional, Student Support, and Instructional Support Programs

(1) Consultation

(a) The Academic Senate and Faculty Association will be consulted.

(b) The Academic Senate will employ appropriate committees to consider the identified program and make a recommendation. This process will include members of the designated program. It may also involve seeking input from community groups.

(2) Evaluation Criteria

(a) The Administration and Academic Senate will attempt to reach mutual agreement on specific criteria to be used to evaluate the program. If agreement is not reached, the senior administrator will provide the Academic Senate with the criteria that the Administration will use.

(3) Recommendation

(a) Addressing the specified evaluation criteria, the Academic Senate will prepare a recommendation regarding the identified program.

- (b) The senior administrator will receive and consider the recommendations of the Academic Senate, Faculty Association and other interested parties, including community groups.

B. For Other College Programs

The appropriate senior administrator will consult relevant constituencies and receive recommendations regarding the identified program.

4. Notification

- A. The senior administrator will notify the program leader(s) of the recommendation for discontinuance, explain the criteria upon which the recommendation is based, and inform the program leader(s) of the opportunity to appeal.
- B. The senior administrator will notify the members of the District Planning and Advisory Council of the recommendation and, in collaboration with the program leader(s), establish a timeline for consideration of the recommendation by the District Planning and Advisory Council.
- C. The appropriate senior administrator will present the criteria upon which the recommendation is based to the District Planning and Advisory Council for discussion.

5. Appeal

- A. Program representatives, including faculty and staff directly affected, will be given the opportunity to appeal the recommendation and provide information supporting the appeal to the District Planning and Advisory Council. The constituent representatives on the District Planning and Advisory Council will be able to provide assistance on how to present the appeal if this is requested by the program. For instructional, student support, and instructional support programs, the Academic Senate may provide support for the appeal.
- B. Based upon the criteria supporting the recommendation and the information presented in the appeal, the District Planning and Advisory Council will come to a decision to support or not support the recommendation.
- C. If the District Planning and Advisory Council does not support the recommendation, it will provide the administration and the program leadership with a plan as to how the issues surrounding the recommendation for discontinuance can be resolved.
- D. If the District Planning and Advisory Council supports the recommendation, the recommendation will be submitted to the Superintendent/President.

References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;
34 Code of Federal Regulations Part 600.2;
ACCJC Accreditation Standard 2;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended

(Replaces former SMC AR 5113)

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