

## Merritt College Program Deactivation / Discontinuance<sup>1</sup> Process

References: Education Code 78016;  
Title 5 Sections 51022, 55000, and 55130;  
Administrative Procedure 4021 (excerpted below);  
Program Discontinuance: A Faculty Perspective [Revisited](#)  
(ASCCC adopted [Fall 2012](#))

### Overview:

The Program Deactivation/Discontinuance Process will take up to one year with a possibility, determined by the appropriate shared governance body, of extending the process for six months to one year more. The process is scheduled to be conducted during the Fall and Spring academic year. By consent of all of the members of the ad hoc committee the process may continue over the summer term. The ad hoc committee will include the Vice President of Instruction (VPI); four faculty, [Academic Senate President](#), two faculty appointed by the [Academic Senate President](#) (only one of which must be from the program *if possible* an expert in the subject agreed upon by both the Academic Senate President and VPI), and one faculty appointed by the Peralta Federation of Teachers (PFT); two students when willing participants can be identified (one appointed by the department chair or program coordinator and one appointed by the [ASMC President](#)). At any point the ad hoc committee or the program personnel may request a meeting or submit documents outside of the schedule outlined below.

The charge of the committee is to act in the best interests of the students, staff, faculty and college in line with the college's and programs' mission, vision and values.

### Timeline:

#### Notifying, Monitoring/Analysis, Developing the Plan of Action

#### Initiation of Process

A department chair, dean or the VPI may initiate a process to deactivate/discontinue a program. If the initiator is someone other than the VPI, he or she will notify the VPI that an ad hoc committee needs to be formed to review a deactivation/discontinuation proposal.

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<sup>1</sup> It is important to carefully distinguish between these two terms.

Program Deactivation: This determination is made when the parties agree that there is very little likelihood of bringing the program back. It is considered permanent because documentation will be sent to the state chancellor's office to deactivate the program. To bring it back means the whole process of program creation will have to be done from the beginning. When a program is deactivated, it will be removed from the catalog.

Program Discontinuance: This determination is less permanent in nature. It should be considered if the parties consider it possible that the program could be viable at some point in the future. In this case the program is discontinued at the district level only (not at the state chancellor's office) and can be brought back without going through the cumbersome process of starting up a new program. When a program is discontinued, a note will be put next to it in the catalog saying something to the effect that "the program is not being offered at this time."

An ad hoc committee will be formed (see makeup of committee above). The VPI will meet with the committee and documentation will be brought to the ad hoc committee to provide the rationale for the anticipated proposal. At the initial meeting the VPI will go over the process, charge and the expectations of the committee.

#### **The Ad Hoc Committee's Initial Work:**

The committee will be given five work weeks to inquire about and formulate an understanding of the status of the program in question. The committee will be required to collect and address as many of the qualitative and quantitative measures as is reasonably attainable. They will be charged with interpreting qualitative and quantitative measures and indicating which measures are unavailable. The committee will also consider and incorporate into their narrative any input submitted to them by the personnel in the program.

The committee will present the data and their analysis of those measures in the form of a written report. The committee is encouraged to offer suggestions and feedback at this time as to how the program could improve its effectiveness, or, on the other hand, why it is best to discontinue or deactivate the program.

#### **Final Decision Making Process**

If after due deliberation, the ad hoc committee approves the proposal to deactivate the program, the decision will be sent to the Curriculum and Instructional Council (CIC) to review. At that stage all interested parties will have the opportunity to discuss the pertinent issues and review the documentation. At the meeting the VPI will present the relevant qualitative and quantitative data (addendum A) and a brief narrative explaining the reasons for identifying the program as needing to go through this process. The program personnel will be given the opportunity to write and present an initial response to the proposal and respond to the submitted data. The curriculum committee will send its determination to the Academic Senate, [Dean/VPI](#), College Educational Master Planning Committee (CEMPC) and [College Council](#) for further review and approval. If all are in agreement, the VPI will consult with the College President to get final approval for the program deactivation/discontinuance. The VPI will then meet jointly with the faculty and staff working in the program, their Dean, the Department Chair or Program Coordinator (or appointed substitute representatives for their Dean, Department Chair or Program Coordinator) and PFT within two work weeks of notification in order to implement the action.

If the VPI and Academic Senate do not concur, the proposal will be sent back to the ad hoc committee for further deliberation and consultation.

#### **Addendum A –**

Excerpts Administrative Procedure 4021 Program Discontinuance or Program Consolidation

II, A. 4. Conditions for Discontinuance: The following conditions may cause a program to be recommended to the Curriculum Committee for discontinuance (based on quantitative and qualitative data) or in the case of “e” or “f” below be considered for consolidation:

- a. Program Review and analysis trends
- b. Degree and Certificate completion
- c. Changes in demand in the workforce
- d. Changes in requirements from transfer institutions
- e. Availability of human resources
- f. Budget concerns and lack of sufficient funding.

### **C. Discussion Criteria**

For each affected Program, both qualitative and quantitative factors shall be discussed in order to have a fair and complete review leading to an eventual decision to continue, continue with qualification, discontinue or consolidate a program.

1. Qualitative factors are based on the mission, values, and goals of the institution and access and equity for students. These factors include but are not limited to:
  - a. Quality of the program and how it is perceived by students, faculty, articulating universities, local business and industry, and the community;
  - b. Ability of students to complete their educational goals of obtaining a certificate or degree, or transferring;
  - c. Balance of college curriculum (for example, ensuring the non-elimination of all of one type of program, such as all foreign languages);
  - d. Effect on students of modifying, discontinuing, or consolidation of the program;
  - e. Uniqueness of the program;
  - f. Replication of programs in the surrounding area and their efficacy;
  - g. Potential for a disproportionate impact on diversity at the college.
  - h. Necessity of the program in order to maintain the mission of the College;
  - i. Source of funding for the program (outside vs. general funds);
  - j. Impact on other programs, including transfer, if the program is modified or closed. If there are any, these must be identified;
  - k. Student Learning Outcomes assessment data;
  - l. Requirements by federal/state/accreditation or other areas (e.g. Title IX) for the program. If there are any, these must be identified; and
  - m. Impact on articulated programs.
2. Quantitative factors are based primarily on the Program Review where applicable. Factors that may be considered include but are not limited to:
  - a. Program Review results showing:
  - b. A sustained downward trend in FTES generated, load, enrollment, number and composition of sections offered, productivity, FTES composition, retention, and persistence, or
  - c. Sustained increase in expense or annual cost/FTES

- d. Changes in demands in the workforce, transfer rates, job-outs, completers and graduates, and non-completers
- e. Projected demand for the program in the future
- f. Changes in class offerings
- g. Frequency of course section offerings
- h. Availability of human resources
- i. FTES generated/FTEF
- j. Enrollment trends
- k. Operating cost per FTES
- l. Student Learning Outcomes Assessment data;
- m. Capital outlay costs/year
- n. Labor market demand: vocational vs. a vocational
- o. Data from the PCCD Course Ranking Index tool.

#### **D. Discussion Guidelines**

1. Discussion of program appraisal/ discontinuance or consolidation shall include all parties potentially affected by the decision. These include faculty, staff, administrators, students, the employing business and industry, and the community (i.e., CTE Community Advisory Committee)
2. Discussion of program appraisal/ discontinuance or consolidation will be conducted in public, open meetings. The dates, times and locations of these meetings will be published using all means of college communications including in print and electronically.
3. Discussions will be conducted using the best practices for meeting facilitation, including agreed upon ground rules, and recording and publishing outcomes of discussions.
4. Discussions will include both qualitative and quantitative indicators. Sources of data for all indicators will be referenced and cited.
5. Deliberations and conclusions shall rely primarily on the advice of the Academic Senate in and through the Curriculum Committee per district policy.

### **III. Possible Outcomes of Program Discontinuance Discussion**

There are three potential outcomes of the Program Discontinuance process. A program may be recommended to continue, to continue with qualification, or to discontinue.

#### **A. Recommendation to Continue**

A program recommended to continue will do so when after full and open consideration it is decided that it is in the best interest of the college, its students, and the larger community to do so. The conclusions resulting in this recommendation will be documented in writing, maintained by the Academic Senate and the Curriculum

Committee and forwarded to the Vice President of Instruction or Vice President of Student Services as information. No further action is required.

#### B. Recommendation to Continue with Qualifications

A program may be recommended to continue with qualifications. These qualifications may include specific interventions designed to improve the viability and responsiveness of the program. A specific timeline will be provided during which these interventions will occur and expected outcomes will be outlined in advance. All interventions and timelines will be published in writing by an agreed upon party, maintained by the Academic Senate and the Curriculum Committee and forwarded to the Vice President of Instruction or Student Services as information. After the specified qualification period is completed the program will be reviewed again.

#### C. Recommendation to Discontinue

A recommendation to discontinue a program will occur when, after a full and open discussion, it is concluded that the program falls outside the college's mission, values, and strategic goals and/or the department's goals and objectives. Any recommendation for program discontinuance will include the following:

1. The criteria used to arrive at the recommendation, verified by an agreed upon neutral party.
2. A detailed plan and timeline for phasing out the program with the least impact to students, faculty, staff, and the community. Due consideration will be given to approaches to allow currently enrolled students to complete their programs of study. Students' catalog rights will be maintained and accounted for in allowing them to finish the program.
3. A plan for the implementation of all requirements of collective bargaining for faculty and staff, including application of policies for reduction in force and opportunities to retrain.
4. This recommendation and discontinuance plan will be documented in writing by agreed upon parties, which will include the signatures of the College President, Vice President of Instruction or Student Services (dependent on the program), department chair, Dean, the Curriculum Committee Chair, and the Academic Senate President. The final recommendation will be maintained locally by the Academic Senate and documented by the Curriculum Committee, forwarded to the Council on Planning, Instruction, and Development (CIPD), and presented to the Board of Trustees for approval as a curriculum action.

#### D. Recommendation for Consolidation

A recommendation for Program Consolidation, provided there has been a full and open discussion, may occur when it has been determined that the program falls within the College's mission, values, and strategic goals, as well as the department's goals and objectives, but because of cuts in class sections and a reduction in faculty, the program is no longer viable at that college. When this occurs, consideration should be given to

consolidating class sections from two or more colleges at one college in order to preserve the program or major and in so doing to meet student needs.

***Approved by the Academic Senate on December 6, 2012***

***Approved by the College Council on December 12, 2012***