**Program Improvement and Viability Process**

**Cañada College**

**Definitions**

* *Vitality*: the state of being strong and actively meeting student, community and/or industry needs
* *Revitalization:* the process of moving a program from a concern for its viability to a state of vitality
* *Viability:* inability to consistently meet or exceed enrollment minimum (or within 10%) for an established number of semesters when courses are scheduled to optimize student enrollment; inability to consistently meet or exceed program goals for an established number years; inability to appropriately staff program to ensure instructional integrity and program outcomes
* *Suspension:* temporary discontinuance of existing program for a set number of # semesters followed by re-evaluation of PIV
* *Discontinuance:* termination of an existing program, discipline or department
* *De Facto Discontinuance*: the unofficial 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.

**Context**

The processes for completing Program Review (PR) and Program Improvement & Viability (PIV) are academic and professional matters under the purview of the Academic Senate. This fact is codified in Board Policy 6.13 (BP 4020). As such, it is the responsibility of the Academic Senate, under Administrative Procedure 6.13.1 (BP 4020 and 4022) to design and recommend to the college administration specific actionable procedures and processes for conducting these evaluations of instructional programs.

Regular cycles of introspection, analysis and planning are mandated and integral to Program Review (PR) and are intended solely for the purpose of ensuring continuing effectiveness, quality and improvement of our instructional programs. In other words, regular cycles of Program Review are designed to address the waning and waxing of the strength and activity, that is the vitality, of our instructional programs. The Program Improvement & Viability (PIV) process is distinct from Program Review. PIV is focussed on the persistent absence of vitality and questions of program viability. Program review documents may inform PIV but should not be the determinant of the outcome of PIV. The intention of the PIV process is the revitalization of instructional programs. Through the process plans are created, institutional resources are allocated, and commitments are made with the aim of restoring the program to vitality. If these efforts are unsuccessful, then the college may consider program suspension or discontinuance.

**< Insert Criteria for Initiating the PIV Process here from down below. Once initiated, then the process below occurs. >**

**Overview of process:**

1. The Vice President of Instruction, a division dean, a division or department faculty member, the Instruction Planning Council, or the Academic Senate may identify a program in need of PIV based upon established criteria.
2. VPI calls for formation of a PIV Task Force consisting of:
   1. at least one faculty member from the program or the division, the division dean, Dean of PRIE, one counselor, two tenured faculty from outside the program with at least one of the two being from outside the division.
   2. Additional members, including students, staff, faculty or external professional experts, may be included on the Task Force upon agreement from the Academic Senate.
   3. Faculty on the Task Force are appointed by the Academic Senate.
   4. Meetings of the Task Force shall be public.
3. Within 90 days, the Task Force gathers and evaluates quantitative and qualitative data to determine the proximate causes of decline and recommends:
   1. Recommend to Continue
      1. The program is accepted as-is with no qualifications.
      2. Must be accompanied by a documented argument based upon quantitative and qualitative data.
   2. Recommend to Revitalize
      1. Must be accompanied by a documented argument based upon quantitative and qualitative data.
      2. Task Force creates a specific plan for revitalization with measurable outcomes and a timetable, not to exceed two years, for implementation.
      3. Revitalization plan must identify responsibilities of involved parties and required resources.
      4. VPI will monitor the program’s progress and report to Academic Senate any concerns.
      5. If no, or insufficient progress, is made by the fourth semester, the Task Force is reconvened to recommend:
         1. granting of an extension for revitalization with possible amendments to the revitalization plan, or
         2. initiation of the discontinuance process.
   3. Recommend to Suspend
      1. Must be accompanied by a documented argument based upon quantitative and qualitative data.
      2. Task Force identifies the number of semesters and timeline for suspending the program.
      3. At the end of the suspension period, the Task Force is reconvened to re-assess the program and determine whether to recommend for revitalization or discontinuance
   4. Recommend to Discontinue
      1. initiation of discontinuance for obsolete programs, or
      2. initiation of discontinuance for programs that are unable to successfully achieve or make substantial progress on its revitalization plan, or
      3. Must be accompanied by a documented argument based upon quantitative and qualitative data.
      4. Task Force shall establish a timeline for phasing out the program in accordance with the procedures delineated below.
4. The Task Force recommendation is presented to the Academic Senate which deliberates and determines its recommendation to the President and Board.
   1. As PIV is an academic and professional matter, the Board shall rely primarily on the recommendation of the Academic Senate.
5. The Academic Senate President and Vice President of Instruction shall present their respective recommendations to the Planning and Budgeting Council (PBC).
   1. PBC makes recommendation to the college President including, if relevant, allocation of resources to support a revitalization plan.
   2. The College President makes final decision regarding recommendation.
6. If the President recommends to the Board of Trustees that a program be discontinued, and the Board concurs, then the college will make appropriate arrangements to ensure that currently enrolled students are able to complete their plan of study in accordance with the college catalog in a timely manner and with a minimum of disruption. As this decision affects employment, the college will also address contractual obligations regarding program faculty and staff.
   1. Identify and contact students in the affected major, degree, and or certificate program.
   2. Award degrees and certificates to students who have already completed but not petitioned.
   3. Identify courses that each student must complete.
   4. Confirm which faculty teach the courses identified in (c).
   5. Appoint a faculty member as program coordinator during the discontinuance process.
   6. Confirm sufficient counseling support exists for each student.
   7. Develop Admissions and Records procedures to ensure students enroll in courses identified in (c).
   8. Identify similar programs at area colleges.
   9. Determine if completed courses will transfer so that a student may complete the program, degree, and/or certificate at the area college.
   10. Establish the length of time needed for each student to complete.
   11. Develop a schedule for each student so that he/she is ensured of timely completion.
   12. Create a program-wide timeline for final discontinuance of the affected program.
   13. Communicate the action plan to affected students as well as program faculty.
   14. Communicate the action plan to the community and external agencies and licensing groups where appropriate.

Criteria for Initiating the PIV Process:

In evaluating whether an instructional program should undergo the PIV process, the following criteria may (depending on relevance to the type of instructional program) be considered alone or in combination:

1. Low or declining enrollment:
   1. A decline of 30% or more in census enrollment throughout the program over a two-year period (summer session excluded).
   2. Consistently low enrollments in the program’s core courses of 50% below the Course Enrollment Maximum or Pedagogical Enrollment Maximum, whichever is lower, over a two-year period.
   3. A new program that never reaches 50% of the Course or Pedagogical Enrollment Maximum, whichever is lower.
2. Decreasing demand for service:
   1. A decrease in the number of students pursuing that particular educational goal or skill, based on actual enrollment rather than student declaration of major.
   2. Declining market/industry demand for skill or major; declining employability.
   3. Declining community needs.
   4. Advisory Committee recommendation.
   5. Unavailability/elimination of, the corresponding transfer major, if transfer is relevant.
3. Other factors:
   1. Poor rate for student achievement of program goals (i.e., completion rate, numbers of degrees and certificates, skill attainment, employment acquisition)**.**
   2. Impending retirement of all full time faculty in the program with no intention for replacement within timeframe established by college processes.

E. Notifications of Possible De Facto Discontinuances (COC)

Any party listed in Section II of this procedure may notify the Academic Senate President of a possible De Facto discontinuance. Upon receipt of such notification the Senate President will inform the full Senate of the notification at the next regularly scheduled meeting of the Academic Senate. The Senate President will request the CIO and any other relevant college administrators or personnel to report, within 60 days of said notification, to the full Senate on the status of the program in question. The Senate President will request those same individuals provide the full Senate annual program status updates should a De Facto discontinuance remain in effect 12 months after their initial report to the Academic Senate. Future annual reports will be requested by the Senate President if the program status remains unchanged. Notification of a possible De Facto discontinuance does not fall within the remaining proposal and procedural requirements of this administrative procedure.

F. Mandated Discontinuance

A recommendation to discontinue is mandated if so ordered by an external regulatory, governing or licensing body to which the program is subject, as stated in BP 4021. If such a mandate occurs, discontinuance of the program will be said to have been approved upon proper notification to the Academic Senate. Such notification should clearly cite the governing entity and legal or administrative authority requiring discontinuance. Pursuant to the mandate, the PIV Task Force will be formed for the sole purposes of formally recommending discontinuance to the Academic Senate.

**References**

Educational Code 78016, Title 5 Sections 51022, 55000, 55130

Board Policy 6.13 (BP 4020) and Administrative Procedure 6.13.1 (AP 4020, 4022)