

# **MONTEREY PENINSULA COLLEGE**

## **Governing Board Agenda Item**

### **Proposed Revision of Board Policy 3000 – Educational Programs and Standards**

#### **Proposal:**

Adopt revised BP 3000, Educational Programs and Standards to include a new subsection, BP 3005, Academic Program Discontinuance, and Appendix 3005, Procedures for Academic Program Discontinuance.

#### **Background:**

The California Community College Board of Governors, the California Code of Regulations (Title V; Division 6, Chapter 2 – Community College Standards; Subchapter 1 – Minimum Conditions (51000-51102) and Chapter 6 - Curriculum and Instruction (55000-55534), and the California Education Code (78016) require local boards to adopt a program discontinuance policy.

A task force made up of faculty from academic and career/technical areas, and approved by the MPC Academic Senate, with concurrence of, and participation by, the college administration, developed the policy and procedures. There are four underlying principles of the policy and process. First, the term “program” is defined by regulation as being a course of study leading to an approved degree or certificate. Second, current program students would not be adversely affected by discontinuing a program. Third, the process follows a timeline for review and action. Finally, the review is a shared responsibility of students, faculty and administration.

#### **Budgetary Implications:**

There may be budgetary implications depending on the program affected by any recommendation from the college.

**MONTEREY PENINSULA COLLEGE**

**3000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS**

**A. Educational Programs**

**3005 Academic Program Discontinuance**

As authorized and required by State Law and Regulation, Monterey Peninsula College will adopt and follow a procedure for discontinuing academic programs.

Reference: California Code of Regulations, Title 5, 51000-51102, 55000-55534; California Education Code, 78016.

Adopted:

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### Appendix 3005 Procedure for Academic Program Discontinuance

#### Purpose

The purpose of the program discontinuance process is to determine the viability of a program, which may lead to its discontinuance. The discontinuance process allows for a focused look at a program, leading to consensus on a prescribed outcome such as no further action, college assistance, or discontinuance.

#### Program Discontinuance Process

The program discontinuance process consists of several sequential steps: 1. Process Initiation Based on Early Warning Signs, 2. Program Discontinuance Ad Hoc Committee Formation, 3. Data and Information Analysis, and 4. Recommended Actions after Analysis.

#### 1. Process Initiation Based on Early Warning Signs (see the list below):

A recommendation to initiate the process could come from faculty, the Curriculum Advisory Committee, the College Council, the Academic Senate, the administration, and/or the program review (including annual updates). A recommendation to initiate the program discontinuance process shall be made in writing and shall be addressed to the program's division (via the division chair), academic dean and the Academic Senate (via the AS President). Such a recommendation should be based on observed and documented early warning signs that indicate significant problems for the academic program in question.

##### **Early Warning Signs** (may include one or more):

- a. Significant or ongoing drop in enrollments
- b. Significant or ongoing drop in completion rates
- c. Changes in job market, community/student needs or interests, transfer requirements
- d. Diminished outside funding resources
- e. Lack of available qualified program personnel
- f. Obsolete/outdated equipment (without significant internal resources to support updates)
- e. Diminished pool of prospective students, e.g. closure of a major governmental or private enterprise.

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### Appendix 3005 Procedure for Academic Program Discontinuance (cont'd)

#### 2. Program Discontinuance Ad Hoc Committee Formation

- a. The Vice President of Academic Affairs will form an Ad Hoc Committee, in consultation with the Dean and Division Chair of the program under review. The committee composition is designed to ensure, as best the college can, an unbiased and objective review of the program. The committee will work in close collaboration with the program area faculty and Dean.
- b. Ad Hoc Committee composition: Three faculty members outside of the program division's area (1 transfer, 1 career/technical, 1 at-large), one faculty member from the program, a counselor, a student from the program under review, and a Dean from another instructional area. Faculty members will be approved by the MPC Academic Senate.
- c. The Ad Hoc Committee will develop a timeline for the review in consultation with the program faculty and area Dean.

#### 3. Data and Information Analysis

The Ad Hoc Committee will look at, and consider, a variety of information and data. Inter-program and across-campus comparisons may be used in the analysis.

Information for Analysis of ALL programs under review

- a. Enrollment trends over 3 years, and influences on those enrollments
- b. Persistence and completion rate trends
- c. Retention rate trends
- d. FTES/FTEF trends
- e. Scheduling trends
- f. Program resource availability
  - Equipment
  - Staffing
  - Facilities
  - Marketing and outreach efforts to date
  - Partnerships
- g. Balance of college offerings within and across disciplines
- h. Alternative program options
- i. Transfer issues
- j. Permanent or cyclical barriers
- k. Costs/FTES trends
- l. Costs to revitalize the program

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### Appendix 3005 Procedure for Academic Program Discontinuance (cont'd)

#### Additional Information for Career/Technical Programs

- m. In-depth labor market and self-employment data
- n. Outside accreditation, licensing, or certification issues
- o. Regional issues (such as duplication of programs and enrollment/demand trends.)
- p. Curriculum and industry standards
- q. Licensure issues (example: Low nursing exam pass rates)

#### **4. Recommended Actions After Analysis**

The Ad Hoc Committee will present their findings to the Academic Senate, the program faculty and area Dean. The Ad Hoc Committee will present any formal recommendation to the College Council for action. The Academic Senate, if they disagree with the recommendation of the committee, may present their case to the College Council.

- a. If the Ad Hoc Committee believes the analysis of the program shows there is no need for revitalization or discontinuance, then they will recommend **No Further Action**.

The committee is disbanded and the recommendation for this action is filed in the Office of Academic Affairs and the program area's division office.

- b. If the Ad Hoc committee believes the analysis of the program shows that there is a possibility of (or merit to) revitalizing the program, then the committee shall recommend **College Assistance**. College assistance is intended to mean the college develops a revitalization plan for the program that includes the identification of resources and a timeline (up to 3 years) for accomplishing the goal.

The committee will continue in an advisory capacity and work with the program faculty and area Dean to develop a college assistance plan. The following strategies may be considered for inclusion in the plan.

1. Allocate funds for increased marketing and/or faculty recruitment.
2. Allocate funds for equipment, if needed.
3. Seek outside resources such as partnerships.
4. Bring in an outside consultant to advise the college on the program.
5. Update faculty skills and knowledge of the program area to meet current needs.
6. Set clear timelines, delegation of responsibilities, and outcomes.

- c. If the Ad Hoc Committee believes attempts to revitalize the program would not be effective, or that an implemented revitalization plan did not show significant gains, then they will recommend **Discontinuance**. The term of the discontinuance is to last no more than three (3) years and to proceed as follows:
1. Inform the division and program faculty of the recommendation to discontinue the program.
  2. Contact students who are currently enrolled in the program to assess needs and concerns. For students who are unable to complete the program during the discontinuance period, the counselor to the program will work with the students to assist them in accessing available alternatives, such as where they can transfer to complete the program, or any other feasible, reasonable, and/or convenient alternative.
  3. Notify the Chancellor's Office of intent to discontinue existing program(s).
  4. Stop new enrollments.
  5. Consult the faculty union regarding faculty issues.
  6. Consult the classified staff union regarding support staff issues.
  7. Work with the division to mitigate impact of program discontinuance on Faculty and support staff.