HARTNELL COMMUNITY COLLEGE DISTRICT

AP 4021   **Establishing, Revitalizing, or Discontinuing Academic Programs**

References: Education Code Section 78015(a)(1), Title 5, Section 51022, 53200, 53203(d)(1), 55130,: *ASCCC Program Discontinuance: A Faculty Perspective, Revisited*; ACCJC Standard II.A.15, BP/AP 2510

The recommendations of the ASCCC and Hartnell Board Policy 2005 states that the Governing Board and the administration of Hartnell College will "consult collegially" by relying primarily upon the advice and judgment of the Academic Senate when developing policies and procedures on academic and professional issues. These recommendations are reflected in the development of the procedures to follow.

Definitions:

An academic program is defined as an organized sequence of courses leading to a defined objective, a degree, certificate, diploma, license, or transfer to another institution of higher education (Title 5, Section 55000). For the purposes of these procedures, "program" shall refer to organized sequences of courses leading to the following transcripted awards: AA, AS, AA-T, AS-T, and Certificate of Achievement.

For sequences of noncredit courses leading to Certificates of Completion or Certificates of Competency and for othio

2) **Internal review:** At this stage, the faculty initiator(s) present(s) the *Program Proposal Request and Narrative* to the Academic Senate for initial evaluation and recommendation for advancement. If the Academic Senate recommends advancing the program for comprehensive evaluation, it will inform the Vice President of Academic Affairs. The Vice President of Academic Affairs will convene a program evaluation committee to evaluate the impact of the program upon the College.

   a) **Convening a Program Evaluation Committee for a New Associate Degree or Certificate of Achievement**: Upon the recommendation of the Academic Senate, the Vice-President of Academic Affairs will convene a program review committee with the following membership:

      The Vice-President of Academic Affairs as co-chair
      Academic Senate President or designee as co-chair
      1 Dean from the program discipline area
      1 Dean from another discipline area
      1 faculty member who teaches in the discipline area or a related discipline area recommended by the program initiator and appointed by the Academic Senate
      The program initiator (non-voting member)
      1 student selected by the Student Senate

      In addition, the following resource personnel may attend when requested (non-voting):
      Articulation Officer or academic counselor
      Dean, Institutional Planning and Effectiveness
      Vice-President of Student Affairs or Designee
      Vice-President of Administrative Services or designee
      Other college personnel as deemed necessary

      The responsibilities of the co-chairs of the program review committee for a new academic program will include the following:
      Maintenance of objectivity and integrity during the ent

the balance of college curriculum to include an appropriate mix of basic skills, career-technical and transfer courses appropriate to the community college mission and community needs

the development of the "whole student"

the perceived quality of the program

any constraints that have affected enrollments in other similar programs in the state

the duplication or uniqueness of the program within the College service area and the existence of equivalent programs in the surrounding area

support and recommendations of the advisory committee (CTE programs)

the ability of students to complete their degrees or certificates in a timely fashion and transfer to universities

Quantitative Indicators include, but are not limited to:

projected enrollment trends

number of faculty and support staff needed

capital outlay and supplies needed

frequency of course/section offerings

projected demand for the program in the future and labor market demand (as applicable)

potential employment placement rate of students in the job market over the next 3-5 years as estimated by market analysis for the coll
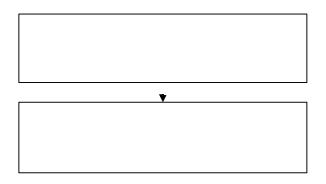
The responsibilities of the co-chairs of the Program Evaluation Committee include the following:
  maintenance of objectivity and integrity during the entire process
  consultation with college resource personnel and other appropriate referral sources
  minutes recording decisions for each meeting
  the production of a written Recommendation Report that will specify the outcomes of
  the committee's decisions and make specific recommendations for action and timelines

4) **Program Evaluation Committee Review**: The Program Evaluation Committee will conduct a thorough review of the program that addresses, but is not limited to the criteria listed above. The discussions concerning any specific program considered for discontinuance must include qualitative and quantitative components in order to have a fair and complete review leading to an informed recommendation about the program. These are detailed below:

   Qualitative components are based on the Mission, Vision, and goals of Hartnell College and on access and equity for students. These include (but are not limited to) the foll

number of actual transfers to UC, CSU or private 4-year institutions
number of transfer-ready et