

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 Pe

discontinuance For example, the deletion of an AS degree in Chemistry after the addition of an AS-T degree would be proposed by the department and reviewed by the Curriculum Committee without invoking the programd

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

Occupational Consortium, the program and courses will be submitted by the Office of Academic Affairs to the Office of the Superintendent/President. Provided adequate resources have been identified to support the implementation of the program, the program and courses will be placed on the agenda of the Board of Trustees for approval consideration.

- 4) Local, State and Accrediting Body Approval: Once governing board approval is obtained, program application materials may be forwarded

completion of the program

- Lack of available resources including qualified program faculty
- Poor success and retention within program courses
- Unavailability of the transfer major
- Program creates a financial hardship for the College

The Request to Initiate Program Revitalization, Suspension, or Discontinuance must be informed by the content and data analysis of annual and/or comprehensive Program Planning and Assessment Review and Action Plans or other objective data analysis that supports the cited criteria. Criteria ai.4d d (d)Tj 0.53

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 following:

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

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