

: Education Code Section 78015(a)(1), Section 51022, 5320, 53203(d),  
55130 ; ACCJC  
Standard A.15, BP/AP 2510

Hartnell College is committed to supporting programs that fulfill its mission, and support the educational needs of its students and the community. Pursuant to Title 5, Section 51022(a), the governing board shall adopt and carry out policies for the initiation or is



the college general fund.

- x research describing the structure and content of similar programs at other colleges and institutions and their enrollment trends
- x





- numbers of degrees and certificates, job placement)
- Decline in importance of program outcomes to related disciplines (applies primarily when discipline does not offer a degree or certificate)
- Change in transfer requirements and/or declining university transfer trends
- Insufficient frequency of course offerings to assure opportunity for 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 Coll

The Request to Initiate Program Revitalization, Suspension, or Discontinuance is informed by the content and data analysis of annual and/or comprehensive Program Planning and Assessment Review and Action Plans or other objective data that supports the cited criteria. Criteria are compared with statewide norms for the discipline and local data over three to five years.

The request form will be presented as an agenda item to the Academic Affairs and Academic Senate for consideration. If the Request to Initiate Program Revitalization, Suspension, or Discontinuance is supported by either body, a Program Evaluation Committee will be formed to further evaluate the program, review the analysis and data presented at the Initiation of the Request and make recommendations for the continuation, revitalization, or discontinuance of program. In the event that either Academic Affairs or Academic Senate fails to support the request, that body should present its decision, along with supporting evidence, to the Program Evaluation Committee, for consideration. The initial review by the Program Evaluation Committee will determine whether to move forward with the process or, if it is determined that there is no cause for further action, to stop the process and allow the program to continue, without intervention.

The Vice President of Academic Affairs will convene a program evaluation committee with the following membership:

Member	Voting	Non-voting
The Vice President of Academic Affairs as chair	X	
Academic Senate President or designee as chair	X	
1 Dean from the program		

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In addition, the following resource personnel may attend when requested (if any):

- x Articulation Officer or Academic Counselor
- x Dean, Institutional Planning & Effectiveness
- x Vice-President, Student Affairs or designee
- x Vice-President of Administrative Services or designee
- x Other college personnel as deemed necessary

The responsibilities of the chair of the Program Evaluation Committee include the following:

- x maintenance of objectivity and integrity during the entire process
- x consultation with college resource personnel and other appropriate resources
- x minutes recording decisions for each meeting
- x the production of a written Recommendation Report that will specify the outcomes

: The Program Evaluation Committee will conduct a thorough review of the program that addresses, but is not limited to the criteria listed above. 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:

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:

- x the balance of college curriculum to include an appropriate mix of basic skills, career, technical and transfer courses appropriate to the College mission and community needs
- x
- x the quality of the program and how it is perceived by students, articulating universities, local businesses and industry, and the community
- x
- x programs outside the District or industry standards
- x previous steps taken by program faculty to strengthen the program
- x constraints that have affected program enrollment and productivity measures
- x the duplication or uniqueness of the program within the College service area and the existence of equivalent programs in the surrounding area
- x



- x enrollment trends over a sustained period of time
- x productivity (WSCH/FTE) over the past 3 years
- x retention and success rates (significantly below the college average) of students within the program
- x term-to-term persistence (significantly below state averages for the discipline and the college average) of students within the program
- x number of degrees or certificates awarded (where applicable) as compared with statewide averages for the discipline over the last 3 years
- x number of actual transfers to UC, CSU or private institutions
- x number of transfers from students
- x frequency of course/section offerings
- x placement rate of students in the job market over the past 3 years
- x projected demand for the program in the future and labor demand (as applicable)

The discussion of program discontinuance must consider all parties potentially affected by the decision: faculty, staff, administrators, students, advisory committee members, employing businesses and industry, and the community. Discussion of program discontinuance will be conducted in public, open meetings for which the dates, times, and locations will be published in advance. Discussions will be conducted using the best practice meeting facilitation (including

iii) A recommendation to develop a new program from the existing program.

In order to ensure the greatest chances of success, the revitalization process will be allowed to run its full course, per the timeline developed by the PEC and program faculty: No new Request to Initiate Program Revitalization, Suspension, or Discontinuance will be entertained while a program is currently undergoing revitalization. Any program in revitalization is still subject to annual program planning and review processes.

c) : A program suspension plan must include actions to be taken during the identified period of suspension on expected outcomes and an implementation timeline. The plan must include provisions for students already enrolled to complete their education in a timely manner with a minimum of disruption. The period of suspension may range from one semester to a maximum of two years. If the program cannot be reinstated at the end of the specified time period, the program must be reviewed again in accordance with criteria established for program discontinuance.

d) : A recommendation to discontinue a program will occur when, after a full evaluation study, it is concluded that it is no longer in the best interest of the College students, and the larger community for the program to continue. With few exceptions, a recommendation for discontinuance will not be made without first recommending actions to revitalize the program. In most cases, a recommendation to discontinue would only follow failed attempts at modifying or strengthening the program or compelling evidence that this is not the best use of College resources. Any recommendation for program discontinuance must include the criteria used to arrive at the recommendation. The Evaluation Committee recommendation report for program discontinuance will include the following:

- i) A detailed plan and recommended timeline for phasing out the program for discontinuance with the least impact on students, faculty, staff and the community.
- ii) A comprehensive cost-benefit analysis that includes impact on faculty and College.
- iii) An impact report explaining how phasing out the program for discontinuance will affect students, faculty, staff, and the community based on program analysis data.
- iv) Non-monetary impacts on the college (community and industry partnerships)
- v) Recommendations for how currently enrolled students may continue their program of study or a plan for students to meet their educational objectives through alternative means to finish the program.
- vi) The requirements of collective bargaining for faculty and staff, including policies for reduction in workforce and opportunities for faculty and staff.

The chairs of the Program Evaluation Committee will present the report and recommendation to the Academic Senate.

a) The Academic Senate will make a recommendation to either support or not support the recommendation of the Program Evaluation Committee. Recommendations to strengthen and

revitalize a program will be implemented provided resources are identified and recommendations that require expenditure of District funds. This recommendation of the Academic Senate will be forwarded to the Vice President of Academic Affairs, the Dean responsible for the program, and the faculty members assigned to the program.

- b) The Superintendent/President will forward the recommendation to the Board of Trustees. Unless there are compelling reasons or extenuating circumstances, the Board of Trustees will accept the recommendation of the Academic Senate. If the Board of Trustees does not accept the recommendation of the Academic Senate, the Board of Trustees, upon request, will provide a written explanation for not accepting the recommendation of Academic Senate.

De facto program discontinuance is the unofficial discontinuance of a program that may be caused from actions that result in the reduction or elimination of course sections within that program or from institutional or administrative action that makes program completion impossible or improbable. Such actions may result from the loss of appropriate faculty, staff, facilities, program accreditation and/or loss of other resources that are critical courses or services for a program. De facto program discontinuance will be determined by the Superintendent/President in consultation with the Academic Senate and the Vice President of Academic Affairs and a recommendation will be placed before the Board of Trustees for approval and consideration.

Approved by Superintendent/President: November 11, 2014  
Rev. 5/15/18 2/2/20

Program initiator develops a clear and comprehensive

The faculty initiator(s) present(s) the  
to the Academic  
Senate

Recommend a comprehensive evaluation

The program identified via

Academic Affairs Council and Academic Senate reviews the request

Both bodies decline no further

One or both parties recommend program evaluation

Vice-President of Academic Affairs convenes a Program Evaluation Committee (PEC)

The PEC conducts a thorough program evaluation and creates a written report with recommendations to the

HARTNELL COMMUNITY COLLEGE DISTRICT  
BOARD POLICY AND PROCEDURE  
ROUTING/TRACKING FORM

Review and consideration to approve by the various governance groups is requested Yes  No  Courtesy Review

Policy/Procedure # \_\_\_\_\_ Policy/Procedure Name \_\_\_\_\_

New  Revised  Replaces existing policy/procedure: \_\_\_\_\_

New policy/procedure or revisions initiated/proposed by: \_\_\_\_\_

Reason for new policy/procedure or revisions: \_\_\_\_\_

Reviewing Group	Date Out	Forward by
Routed to Academic Senate President	_____	_____
HCFA President	_____	_____

Comments:

Academic Senate Date of Action: \_\_\_\_\_

Recommend approval  Recommend approval with changes  Do not recommend approval

Comments:

CSEA Date of Action: \_\_\_\_\_

Recommend approval  Recommend approval with changes  Do not recommend approval

Comments:

L-39 Date of Action: \_\_\_\_\_

Recommend approval  Recommend approval with changes  Do not recommend approval

Comments:

\_\_\_\_\_ Council      Date of Action: \_\_\_\_\_

Recommend approval

Recommend approval with changes

Do not recommend approval

Comments:

\_\_\_\_\_ Council      Date of Action: \_\_\_\_\_

Recommend approval

Recommend approval with changes

Do not recommend approval

Comments:

\_\_\_\_\_ Council      Date of Action: \_\_\_\_\_

Recommend approval

Recommend approval with changes

Do not recommend approval

Comments:

Superintendent/President      Date of Action: \_\_\_\_\_  
Executive Cabinet

Recommend approval

Recommend approval with changes

Do not recommend approval

Comments:

First Reading

Second Reading

Board of Trustees