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, References: ASCCC Program Discontinuance: A Faculty Perspective, Revisited, (2012) ACCJC Standard II.A.6.b, Hartnell BOT Policy 2005

Hartnell College is committed to supporting programs that fulfill its Mission, Vision, 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, modification or discontinuance of programs. Because of the impact of initiating or discontinuing a program, procedures must follow a careful and extensive review of the program's status in relation to the overall educational mission of the Hartnell Community College District. The initiation of a new program or the discontinuance of an existing program shall not be driven merely by budgetary considerations.

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

1. Program proposal and concept development is the initial stage of development intended to help the program initiator to develop a clear and comprehensive Program Proposal Request and Narrative. The program initiator works in collaboration with faculty, the area dean, community experts and potential employers. The curriculum committee chair, articulation officer, dean of Institutional Planning and Effectiveness and other college resources may contribute to this primary planning process. The resultant Program Proposal Request and Narrative should contain a clear description of the proposed new academic program and include the following elements:
   - description of program, background and rationale, community need
   - appropriateness to College Mission, Vision and strategic planning goals
   - the program's position within the College
   - a comprehensive cost-benefit analysis that includes impact to existing faculty and programs, need for resource allocations, capital outlay, space, and facilities including library and learning resources.
   - staffing issues (projected faculty needs, classified support, designation of program director, availability of qualified individuals)
   - identification of minimum qualifications and faculty service area(s) for faculty teaching in proposed program
   - local market data and/or industry and community needs
   - industry and advisory committee recommendations and support (CTE programs)
   - creation of an advisory committee (CTE programs)
   - program support issues (articulation, availability of transfer programs, student support services)
   - need for regional or state accreditation or approval and laws/regulations that pertain to the program
   - similar programs within the state and near to college service area
   - anticipated enrollments and completion rates, student selection criteria and fees
   - external funding sources, principal investigator or project director, duration of funding (if grant-funded)
   - program goals and student learning outcomes
   - proposed catalog description, program requirements and proposed list of courses (create a catalog page and proposed sequence of courses)
   - research describing the structure and content of similar programs at other college institutions and their enrollment trends
   - any challenges that must be addressed for the program to be successfully launched

2. Internal review: At this stage, the initiator presents the Program Proposal Request and Narrative to the Aca 0.62 0 Td 4 Tw -35.12 -1.26(16(a)-2(g)-10(e9)7)-9(m)]TJ 0 Tc 0 Tc 0 (1c 0.005

program evaluation committee will present its recommendations to the Academic Senate and Academic Affairs Council for approval.

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 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

6. Program Evaluation Committee Review. The program evaluation committee will conduct a thorough review of the Program Proposal Request and Narrative. The considerations for program initiation must include qualitative and quantitative components in order to have a fair and complete review leading to an informed recommendation about the program. These components are detailed below:

   a. Qualitative Components are based upon the Mission, Vision and strategic goals of Hartnell College and on

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2. Review of Request to Initiate Program Revitalization, Suspension or Discontinuance
   The request form will be presented as an agenda item to the Academic Affairs Council for consideration. If the request is approved by the Academic Affairs Council, the request will be forwarded as an agenda item for approval by the Academic Senate. Upon approval of both bodies, a program evaluation committee will be convened to further evaluate the program and make recommendations for the continuation, revitalization, or discontinuance of the program. If the request is denied by the Academic Affairs Council, the program will continue without modification and the meeting minutes will reflect reasons for the denial of the request.

   An important role of the Academic Senate is to represent faculty and to ensure that all relevant voices are heard and respected. The Academic Senate needs to be especially involved when no full-time faculty are present in the program under review. (ASCCC 2012)

3. Convening a Program Evaluation Committee: Upon the recommendation of the Academic Affairs Council, the Vice-President of Academic Affairs will convene a program evaluation committee with the following membership:

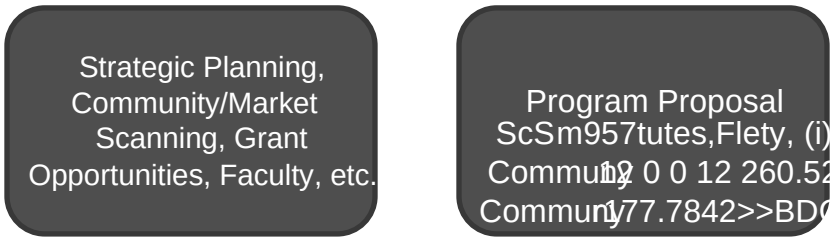
Member:	Voting	Non-voting
The Vice-President of Academic Affairs as co-chair	X	
Academic Senate President or designee as co-chair	X	

- 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. 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 the [illegible] 0 0 1 T 0.00 0.00 0 0 0

Affairs Council. If the modifications are approved, they will be forwarded to the Superintendent/President and Board of Trustees.

8. De Facto Program Discontinuance and Program Suspension: 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 any other institutional or administrative action that makes program completion impossible or improbable. Such actions may result from the loss of appropriate

PROCESS TO APPROVE NEW PROGRAM