

**Los Medanos College**  
**Instructional Program Discontinuance Process**  
**12/13/08**

**Identification**

Contra Costa Community College District Curriculum and Instruction Procedure 4008 requires that each college submit recommendations for discontinuance of any instructional program to the district Educational Planning Committee. In addition, the procedure calls for the Educational Planning Committee to "...seek districtwide solutions for 'programs in trouble' that were not resolved within an individual college".

An instructional program may be designated as "in trouble" by the Senior Dean of Instruction, in consultation with the program dean and faculty, when it exhibits any or all of the following characteristics:

- Low enrollment and productivity trends for an extended period
- Low retention, success or completion trends for an extended period
- Lack of demand in the workplace (for an occupational program)
- Lack of institutional resources needed to support the program
- No longer central to the college mission and educational master plan

If a program is in trouble and is unable to make positive changes that address the contributing factors, then the Vice President, in consultation with the instructional deans and the program faculty, will implement the program discontinuance process.

**Process for Program Discontinuance**

- 1) Program identified as "in trouble" by the Senior Dean of Instruction, in consultation with the program dean and faculty. Problems leading to this designation are clearly identified.
- 2) LMC Academic Senate is notified regarding program(s) designated as in trouble.
- 3) Programs that are in trouble are discussed, as specified in Curriculum and Instruction Procedure 4008, with the district Educational Planning Committee.
- 4) Plan to ameliorate the situation is developed, and implemented, by the program faculty and dean.
- 5) If the program remains in trouble following implementation of the plan, the Vice President, in consultation with the program faculty and instructional deans, identifies the program as a candidate for discontinuation.
- 6) The Vice President formally notifies the department chair, the Academic Senate, the Shared Governance Council, and the college President regarding the possible discontinuation of the program.
- 7) The Vice President, after reviewing program data and advice from the instructional deans, the program faculty, the Academic Senate, and the Shared Governance Council, makes a recommendation to the President regarding program discontinuation.

- 8) If the decision to discontinue the program is made by the President, the instructional deans will develop a plan to address:
  - a) Reassignment of program full time faculty in accordance with sections 16.3 and 16.4 of the United Faculty contract.
  - b) Timeline for phasing out the program and/or alternative options so that students can complete program requirements
  - c) Distribution of program assets

**Timeline**

Timelines for addressing programs in trouble and for implementing the program discontinuance process will be created in each case and will take the unique characteristics of the program, and the situation, into account. Typically, the development of a plan to address a program in trouble will be developed during one semester and implemented the next, but the duration of the implementation cycle will be determined in the planning process.