LMC Procedure 4008.01

# PROGRAM REVITALIZATION AND DISCONTINUANCE PROCEDURE

The LMC Program Revitalization and Discontinuance process is aligned with LMC’s Instructional Program Review (IPR) process. This procedure aligns with the Contra Costa Community College District Curriculum and Instruction Procedure 4008, BP 2009.01 and California Education Code, Section 78016, which provides guidelines for the review, establishment, modification and discontinuance of programs. ~~The LMC Program Revitalization/Discontinuance process supports the integration of program review with the planning and resource allocation process, while aligning to accreditation standards.~~ The Program Revitalization and Continuance procedure complies with Board Policy 4008, Section 4.1, whereby *“Modification and discontinuance of courses and programs shall be made using the procedures established by each college.”* This document serves as LMC’s procedure related to program revitalization and discontinuance.

**Program Revitalization and Discontinuance Criteria**

The LMC program revitalization and discontinuance procedure is based on the evaluation of factors outlined in Board Policies and Education Code standards that include but are not limited to:

* Declining year over year enrollment for three years.
* Declining year over year course completion and success trends for three years.
* Declining year-over-year productivity trends for three years.
* Declining certificate or degree completion for three years.
* Declining industry demand or lack of labor market demand for CTE programs, or lack of transfer opportunities for transfer programs (program obsolesce) for three years.
* Declining or lack of institutional resources available to support the program
* Program no longer aligns with the core mission of the college, general education, or requirements of other academic programs.
* Represents unnecessary duplication or competition with other educational or training programs in the region (oversupply of graduates/completers)

**Defining District Educational Planning Report Language**

Programs designated as *on watch* or *in trouble* are defined per the [4CD Ed Planning Report Template](https://www.4cd.edu/gb/policies-procedures/guidelines/IG2009_01.pdf):

***Programs on Watch (BP 2009.01*  Continue program with modification and/or monitoring-identify)*:*** Programs on watch are those that are in need of revitalization, as indicated by enrollment, completion, and/or other data trends (e.g., declining year-over-year enrollment, completions, productivity, labor market demand, etc.). For career education programs, include an analysis of the extent to which the program addresses labor demand and demonstrates effectiveness as measured by employment and completion outcomes (CA Education Code 78016). Programs on watch can be up to two academic years, or four continuous semester terms.

***Programs In Trouble (BP 2009.01*  Continue program with modification and/or monitoring-identify)*:***  Programs that are in trouble are those that are being considered for discontinuance because the revitalization process was not successful. For career education programs, include an analysis of the extent to which the program addresses labor demand and demonstrates effectiveness as measured by employment and completion outcomes (CA Education Code 78016).

Programs will be designated *on watch* or *in trouble* are designated as such prior to Program Discontinuance. Programs meeting these designations will engage in revitalization efforts, which are defined later in this document.

***Programs Modified or Reduced:*** Programs that show viability but need to be adjusted in size or scope are programs that will be placed in a modified or reduced designation per the District Educational Planning Report. Programs to be modified or reduced will create a plan to reduce or modify the program so as to achieve satisfactory results as outlined in the supplemental criteria.

***Programs to be Discontinued:*** Programs that do not respond to revitalization efforts, or where the labor market and transfer opportunities no longer exist, will be discontinued.

**Review Criteria**

Criteria used to determine if a program is on watch or in trouble are broken into two categories, Primary and Secondary, and based on criteria and language found in Title 5 and District Policy 4008. Primary criteria are the most obvious upon review of data and most identifiable. Secondary criteria are less obvious with the review of data and often happen over time; however, they are a concern to the viability of the program and should be considered in the revitalization efforts. A program placed On Watch will be based on a program that meets any three of the Primary Criteria, *or* a program that meets three (3) of the Secondary Criteria plus one (1) of the Primary Criteria.

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| --- | --- | --- |
| **Primary Criteria** |  | **~~Secondary Criteria~~** |
| * Declining year over year enrollment and productivity trends for an extended period
 |  | * ~~Declining university transfer trends~~***~~\*~~***
* ~~Unavailability of the transfer major~~
 |
| * Declining year over year course completion and success trends for an extended period
 |  | * ~~Lack of alignment to college mission~~
 |
| * Declining year over year productivity trends for an extended period
 |  | * ~~Lack of available resources~~
 |
| * Declining certificate completion for an extended period
 |  | * ~~Duplication of efforts or competition with another program within the region~~
 |
| * Declining industry demand or lack of labor market demand for CTE programs, or lack of transfer opportunities for transfer programs (program obsolesce) \*
 |  | * ~~Advisory Committee recommendation~~
 |
| * Duplication of efforts or competition with another program within the region
 |  | * Graduate employment rate
* Level of program-focused marketing support provided
* Current status of FSA Review
* Advisory Board membership and recommendations
* Program location in relationship to service area need
 |

\*As compared to statewide norms for the discipline and local data over the last three to five years.

# ~~Program Deactivation versus Program Discontinuance~~

~~Academic programs, when defined as a “degree or certificate award,” may be~~ *~~deactivated and removed~~* ~~from the college catalog through established curricular processes as developed and approved by the Curriculum Committee representing the Academic Senate.~~

~~When academic programs are proposed for deactivation, an advisory shall be published in the catalog for two years advising students to consult with a counselor or advisor regarding options to complete the program. Subsequently, program information will be removed from college and district informational materials, including catalog, schedule, websites, etc. Program deactivation is included in the annual Education Planning Report, shared with the Districtwide Educational Planning Committee, and presented to the District Board of Trustees.~~

 **Program Review (IPR) Outcomes & Process:**

1. Instructional program review data are presented to the Department for analysis and discussion.
2. As a result of IPR, programs designated as a “On Watch” or “In Trouble” will identified and notified as such and will be documented in the annual Educational Planning Report.
3. Program designated as “On Watch” will follow the revitalization plan. Programs that do not respond to revitalization efforts will have their plans evaluated and may be moved to a program *In Trouble*.
4. Programs that continue to decline, despite efforts at revitalization, will be evaluated by the Department, and the Department makes a recommendation for program to be discontinued, and this recommendation is submitted to the Academic Senate as an action item, and is also shared with President’s Cabinet and United Factuly representative. The recommendation is also shared as an information item to the Classified and Student Senates.
5. The College president can either accept the recommendation of the Senate ~~Department~~ or can request further information/input from the Department.
6. The College president makes a determination of a formal “program in trouble” designation and recommends the program for either revitalization or discontinuance procedures.
7. Either recommendation (revitalization or discontinuance) will be reported to the Districtwide Educational Planning Committee.
8. A recommendation of revitalization will result in the formation of a Revitalization Taskforce.

# Program Revitalization Taskforce:

When the College President refers the program for revitalization, the Vice President of Instruction, in consultation with members of the Department, will convene a Revitalization Taskforce to formulate interventions to improve the program.

Membership must include:

* 1-2 Program Faculty/Lead Faculty
* 1-2 Department Faculty
* Department Chair
* Department Dean
* 1 Counselor

and may include:

* 1-2 faculty external to the Department and/or
* 1-2 Advisory Committee members (CTE Programs)

The taskforce will prepare a Program Improvement Work Plan consisting of activities designed to strengthen the program, including specific goals, timelines, responsible persons, and resources to be allocated in order to complete the plan. When the Program Improvement Work Plan is in place, it will be distributed to all department faculty members, Advisory Committee members, the College President, the Vice President of Instruction, the Faculty Senate president, and the UF vice president. The program improvement plan timeline will begin, at the latest, at the start of the academic year following the spring designation of “program in trouble,” and the timeline for accomplishment of intervention strategies shall not exceed two years. Any modification of courses and/or program shall be initiated at the respective department level and approved by the curriculum committee and the appropriate manager. [Curriculum and Instruction Procedure 4008, #4.4]

The program will be subject to ongoing formative assessment by the Revitalization Taskforce to ensure that objectives and timelines are being met.

Outcomes of the Revitalization Process will be reflected in the Annual Program Review and reported to the Districtwide Educational Planning Committee and subsequent actions may include removal from “in trouble” status, recommendation for continued revitalization activities or program discontinuance.

# Program Discontinuance

If the presidents’ group refers the program for discontinuance, and the recommendation is accepted by the Governing Board, before terminating the program every reasonable effort will be made to allow students to complete the program or transfer to a related program. Students will be provided advising assistance with respect to their options.

* Students will be notified of program closure and timing for the phasing out of courses.
* Program information will be removed from college and district informational materials, including catalog, schedule, websites, etc.
* In addition to the plan to accommodate students who need to complete the program, a plan will be made for adequate notification of affected faculty and retraining or transfer of faculty to another area as outlined in the UF/CCCCD Contract, Article 16 and District Human Resource Procedure 2080.01.
* Industry partners for CTE programs will be notified in advance of program discontinuance through regular advisory meetings and other direct outreach to ensure community concerns are addressed.

**Compliance/References:**

* [Education Code 78016](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=78016.&lawCode=EDC)
* [Title 5, Section 51022](https://www.law.cornell.edu/regulations/california/5-CCR-Sec-51022)
* [4CD Board Policy 4008](https://www.4cd.edu/gb/policies-procedures/board/BP4008.pdf)
* [4CD Curriculum and Instruction Procedure 4008](https://www.4cd.edu/gb/policies-procedures/curriculum/CI4008.pdf)
* [4CD HR PERSONNEL IMPACT OF PROGRAM REVIEWS 2080.01](https://www.4cd.edu/gb/policies-procedures/hr/H2080_01.pdf)
* [4CD Implementation Guide (Per BP4008)](https://www.4cd.edu/gb/policies-procedures/guidelines/IG2009_01.pdf)
* LMC Procedure 1016.01

**Approval History:**

Initial Adoption:

Approved by Shared Governance Council:

Approved by College President:

**Feedback History:**

* Proposed by Office of Instruction
* Shared Governance Council
* Academic Senate
* Classified Senate
* Student Senate
* Department Chairs

**Mural:**

<https://app.mural.co/t/4cd5443/m/4cd5443/1611804722727/d00831daebfd30aa892ab8ca671982b9c885059d?sender=ub11210ce9142823513f81494>

Criteria for getting “off watch or off in trouble”.

Board Policy Inconsistencies:

BP2009.

1. Expand program 2. Continue program (without modification or monitoring) 3. Continue program (with modification and/or monitoring-identify) 4. Discontinue program

Program “on watch” is not mentioned in policy, but is mentioned in the ed planning report.

Mark’s Notes:

* Keep a Pre-trouble status such on watch.
* Work with faculty leads to improve in areas data was concerned.
* Fall to fall schedule/program review alignment.
* Following year, if not discernible improvement, program will go On Watch with full development of the improvement plan.
* Take procedure through as an approval item because it is part of the program review process.