

PROGRAM REVITALIZATION AND DISCONTINUANCE PROCEDURE

The LMC Program Revitalization and Discontinuance process is aligned with LMC's Instructional Program Review (IPR) process and 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 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](#):

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

Programs will be designated *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 Implementation

Criteria used to determine if a program is *on watch* or in trouble is based upon Program Revitalization and Discontinuance Criteria. Any program that meets three of the criteria below may be placed on watch. It is important to note that the evaluation of the data is baseline to start a conversation and engage in early interventions to avoid a program progressing and becoming a program *in trouble*. Data is analyzed relative to overall college enrollment trends.

Discontinuance Criteria
<ul style="list-style-type: none"> • Declining year over year enrollment for three years.
<ul style="list-style-type: none"> • Declining year over year course completion and success trends for three years.
<ul style="list-style-type: none"> • Declining year-over-year productivity trends for three years.

<ul style="list-style-type: none"> • Declining certificate or degree completion for three years.
<ul style="list-style-type: none"> • 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.*
<ul style="list-style-type: none"> • Declining or lack of institutional resources available to support the program
<ul style="list-style-type: none"> • Program no longer aligns with the core mission of the college, general education, or requirements of other academic programs.
<ul style="list-style-type: none"> • Represents unnecessary duplication or competition with other educational or training programs in the region (oversupply of graduates/completers)

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

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 Faculty 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 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:

- 1-3 Program Faculty/Lead Faculty
- 1-3 Department Faculty
- Department Chair
- Department Dean
- 1 Classified Professional
- 1 Counselor

and may include:

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

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 Academic 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 met.

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

Program Discontinuance

If the President's 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](#)
- [Title 5, Section 51022](#)
- [4CD Board Policy 4008](#)
- [4CD Curriculum and Instruction Procedure 4008](#)
- [4CD HR PERSONNEL IMPACT OF PROGRAM REVIEWS 2080.01](#)
- [4CD Implementation Guide \(Per BP4008\)](#)
- LMC Procedure 1016.01

Adoption:

Initial Adoption: 03.09.22

Approval History:

Shared Governance Council: 03.09.22

College President: 03.09.22

Academic Senate Approval: 2.14.22

Feedback History:

- Proposed by Office of Instruction: 09.01.21
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- Academic Senate: 11.22.21, 1.31.22
- Classified Senate: 3.14.22

Approved 3.09.22