

Chapter 4 – Academic Affairs

AP 4021 At-Risk Programs and Program Discontinuance

References:

Education Code 78016; Title 5 Sections 51022 and 55130

The procedure for discontinuance of programs should include:

- a process for reviewing such programs as needed to ensure they meet legal standards; and
- a process for termination of program by the Board of Trustees if legal and other College standards are not met. Any vocational or occupational program identified as not meeting the mandatory requirements shall be terminated within one year.

A program is an approved sequence of courses leading to a certificate or degree.

Process for Identification of an “At Risk” Program

A. Identification of an “At Risk” Program

1. Annual Review

- After the Chancellor’s Office has approved a program, associate faculty will prepare annual program reviews and identify key information about the progress of the program. This review will document student demand and success data related to completion, board pass rates, transfer, employment, and salaries. The annual report shall also establish that the existing program does not represent unnecessary duplication of related training programs in the service area.

2. Declaration

- The annual review may determine that the program is “at risk” due to emerging data, trends, or other key factors not included in the original program assessment.

3. Definition

- “At risk” means that demand, completion, transfer, employment, retention, and success rates in a given program have not met expected goals or have diminished over time. “At risk” also includes programs that do not offer sufficient sections to enable students to complete the program of study within a two-year period.

4. Agents

- A division dean or a department may designate a program as “at risk.”

B. Planning

1. After a program has been designated as “at risk,” associate faculty and division leadership will examine the program’s annual reviews in order to identify existing causes and possible solutions to the “at risk” status. This group will survey the program advisory committee, students, related employers, and representatives from common transfer institutions.
2. An associate faculty and management task force shall develop an intervention or revitalization plan for subsequent review by AMAC. The plan may include, but is not limited to, the following strategies:
 - a. recruitment activities;
 - b. cooperative ventures with local employers, transfer institutions, and other community colleges;
 - c. enhanced career and academic counseling;
 - d. adjustment of course scheduling;
 - e. analysis of program demographics;
 - f. modification of curriculum; and/or
 - g. options for discontinuance.
3. Required elements of a revitalization plan include a timeline, which establishes specific reporting dates for re-evaluation, and a proposed budget necessary to implement the identified strategies.
 - A revitalization plan shall not exceed two years.
4. The department and division shall jointly approve a revitalization plan.

5. In the case of program discontinuance, the plan will address the reassignment, relocation, and/or retraining of students, faculty, and staff involved in the program. This plan should identify those portions of the program that may be appropriately relocated to community service or non-credit.

- A discontinuance plan shall not exceed one year.

C. Establishment of Success Metrics and Confirmation of Assessment Timeline

1. AMAC will review the plan and make recommendations to the appropriate vice president regarding the option of revitalization.
2. If AMAC recommends the revitalization, the recommendation shall include suggested goals and metrics that, when achieved, will result in the removal of the program's "at risk" status.

D. Implementation

1. After the plan has been reviewed and approved, the administrator and associate faculty will be responsible for implementing the adopted plan and providing quarterly reports to AMAC.
2. The appropriate vice president shall approve any proposed changes to the plan, and AMAC shall review these changes.
 - a. Revitalization: AMAC will review the program's progress and success metrics, recommend to the appropriate vice president removal of the "at risk" status, request a repetition of the revitalization process, or recommend discontinuance.
 - b. Discontinuance: The report to AMAC shall document notification and accommodation of students currently enrolled in the program and reassignment, relocation, and/or retraining of related faculty and staff, as necessary. After the Board of Trustees has approved program discontinuance, the District shall advise the Chancellor's Office of the California Community Colleges.

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