

## Academic Affairs

To Academic Senate at their request. 3-29-2024

**AP 4021 PROGRAM ~~DISCONTINUANCE~~ REVITALIZATION AND INTERVENTION****References:**

Education Code Section 78016;  
Title 5 Sections 51022 and 55130;  
ACCJC Accreditation Standard II.A.15

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**The District has established procedures for program revitalization based on the following premises:**

- Because program revitalization is an academic and professional matter, the District will rely primarily on the Academic Senate for its implementation;
- Program revitalization is different from program review, but is an outgrowth of the program review process.
- Criteria for identifying at-risk programs in need of revitalization are clear and include evidence supported by qualitative and quantitative data, **including but not limited to:**
  - long-term trends over several years of enrollment history;
  - projections for continued declining enrollment;
  - success and retention rates over several years;
  - changes in the academic discipline in terms of articulation changes established by transfer colleges and universities that affect the viability of program offerings; and
  - other factors that demonstrate that the program is in decline and predict it will continue to decline.

**Procedure via Program Review:**

- The Planning and Resource Allocation Committee (PRAC) will evaluate the full program reviews for each program to assess general health and viability based on the presentations provided by the department chairs and division deans. Mitigating factors shall be considered.
- PRAC shall solicit input from affected discipline faculty before making recommendations as needed.
- If PRAC identifies a program as “at risk,” the committee may recommend to the Academic Senate that the program complete a revitalization procedure.

**Alternate Procedure:**

- A discipline may request in writing to the Academic Senate to go through revitalization if a majority of the discipline’s faculty and the department chair feel that revitalization is warranted.

**Academic Senate Approval:**

- Academic Senate approval is required for program revitalization upon a recommendation by PRAC or upon a request from the discipline itself.

NOTE: Units dedicated to a program entering revitalization will not be reduced without approval from PRAC.

NOTE: Revitalization applies to all programs except for grant-funded programs whose source of funding is no longer available and which may be discontinued without following the program revitalization or ~~discontinuance~~ intervention procedures.

**The revitalization process will proceed as follows:**

- Following an initial finding to proceed, program faculty will have one academic year to compile quantitative and qualitative data that assess the program for its viability and its fit with the District’s goals, mission, and vision.
- At the end of the year, program faculty will prepare a Revitalization Report to be presented to the Academic Senate. This report will:
  - Identify the program’s weaknesses and challenges
  - Review all data consulted
  - Include a list of measurable actions for revitalization
  - Make specific recommendations for improvement which may include:
    - Curriculum changes
    - Scheduling changes
    - Degree or certificates updates
    - Professional development for faculty
    - Changes in delivery method
    - Additional or new classroom resources or technology
    - Identify budget requirements in order to achieve improvement goals
- Upon Academic Senate approval of this report, recommendations for resource allocations will be forwarded to PRAC.
- Upon approval by PRAC including resource recommendations, the program has one year to implement their plan.
- As findings may result in recommendations for improvement that would require more than one year to implement, the discipline faculty must return to the Academic Senate with follow-up progress reports.
- At the end of the revitalization process, program faculty must present the results of their assessment, based upon evidence, along with their recommendation to the Academic Senate.

IF A PROGRAM IS NOT SUCCESSFUL IN ITS REVITALIZATION, IT WILL MOVE ON TO THE PROCEDURE OUTLINED IN AP 4021 PROGRAM DISCONTINUANCE –BELOW

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The District has established procedures for program **discontinuance intervention** based on the following:

- The District will rely primarily on the Academic Senate in the implementation of program **discontinuance intervention** procedures;
- Program **discontinuance intervention** is different from program review;
- Program **discontinuance intervention** shall be an academic and professional matter for the Academic Senate and may have a potential impact on employment of individuals and therefore may be a matter for collective bargaining;
- Grant-funded programs whose source of funding is no longer available may be discontinued without following the program **discontinuance intervention** procedure;

- Program **discontinuance intervention** should not adversely affect students who are in the middle of a program;
- ~~If a program is **not** successful in the revitalization process, it will begin the discontinuance intervention procedure. (See AP 4022 Program Revitalization)~~

## Process

- Once a program is identified for **discontinuance intervention**, formal notice will be sent to the department chair, program faculty and program staff, the Vice President of Student Learning and Success, the President of the United Professors of Marin (UPM), the President of the California School Employees Association (CSEA), and the Superintendent/President.
- A Program **discontinuance Intervention** Committee, appointed by the Superintendent/President and the Academic Senate President, will serve as a review committee and prepare the final report based on the revitalization report and any other pertinent information.
- This committee will be comprised of an Academic Dean, the Chair of the Department, a discipline faculty member, a faculty member from another discipline, and a counselor.
- The committee will write the final report and present its findings to the Academic Senate and the Superintendent/President. The Program **discontinuance Intervention** Committee's recommendations shall also be forwarded to the Planning and Resource Allocation Committee (PRAC) and the Office of Student Learning and Success for review and comment.
- **The District will consult with the appropriate collective bargaining agents about the potential impact of the committee's recommendations.**

## Possible Outcomes

The Program Intervention Committee may make recommendations including, but not limited to, discontinuance, reorganization, or further review.

### I. Discontinuance

- ~~Should the findings be inconclusive, a recommendation for additional review for one more year may be made.~~
- Findings may result in a recommendation for discontinuance, including a timeline for phasing out a program within one year.
- Specific steps for program discontinuance shall be developed by the Program **Discontinuance Intervention** Committee.
- Students who are already enrolled in the program will be allowed to complete requirements within the year of review or will be assisted to transfer to other programs. New students will not be allowed to enroll in the program while the program is being considered for discontinuance.
- ~~The District will consult with the appropriate collective bargaining agents about the potential impact of program discontinuance on the employment of unit members. Applicable law and contract provisions will apply.~~

### II. Reorganization

- The Program Intervention Committee may make recommendations such as:
  - courses be moved to other department(s),
  - course be offered in different modalities
  - curriculum be re-evaluated
  - scheduling be re-evaluated

### III. Further Review

- Should the findings be inconclusive, a recommendation for additional time to complete the review for up to one more year may be made.

The Superintendent/President, upon the recommendation of the Vice-President of Student Learning and Success, the Academic Senate and the Program **Discontinuance Intervention** Committee, will forward a final recommendation to the Board of Trustees. Any party may submit a different recommendation. While the final decision rests with the Board of Trustees, except in exceptional circumstances, the District shall rely primarily upon the recommendation of the Academic Senate.

NOTE: If 60% of all full-time and part-time faculty members teaching in a discipline agree to submit to the Academic Senate a request for the discontinuance of a program, the Academic Senate may recommend program discontinuance without a formal procedure being implemented.

#### **Career/Technical Programs**

The District is legally required to establish a procedure for the discontinuance of career and technical programs that differs in some ways. Career and technical programs must be reviewed every two years to ensure that they meet legal standards. If legal and other District standards are not met, the same procedures for all other programs shall be followed except for the timeline which shall be accelerated to comply with legal requirements. (See Ed. Code 78016).

Legal standards for career and technical programs include that the program:

- Meets a documented labor market;
- Does not represent unnecessary duplication of other manpower training programs in the area; and
- Demonstrates effectiveness as measured by the employment and completion success of its students.

Other legal requirements include:

- Any program that does not meet the requirements and the standards promulgated by the Board of Trustees shall be terminated within one year;
- The required review process shall include the review and comments of the local Private Industry Council and the review and comments shall occur prior to any decision by the Board of Trustees; and
- A written summary of the findings of each review shall be made public.

*Office of Primary Responsibility:* Student Learning and Success

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Date Approved: December 9, 2008  
 Date Reviewed/Revised: June 28, 2011  
**Date Revised:** March 14, 2023

