

Academic Affairs

This procedure was reviewed as part of the regular review cycle and compared to the CCLC model procedure. Edits include ACCJC reference and language updates for consistency and clarity. **Please see PDF of AP 4021 that has a flow chart and is posted online.** Mici 1-26-2023

NOTE: A procedure for discontinuance of career and technical programs is **legally required**. Procedures for discontinuance of other programs are **suggested as good practice**. The procedure for discontinuance of career and technical programs should include a local process for: 1) Reviewing such programs every two years to ensure they meet legal standards. 2) Terminating programs by the Governing Board if legal and other District standards are not met.

Approved without changes. Jonathan/Student Learning and Success. 1-30-2023
To Academic Senate 1-31-2023

AP 4021 PROGRAM DISCONTINUANCE**References:**

Education Code Section 78016;
Title 5 Sections 51022 and 55130;
[ACCJC Accreditation Standard II.A.15](#)

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

- The District will rely primarily on the Academic Senate in the implementation of program discontinuance procedures;
- Program discontinuance is different from program review;
- Program discontinuance 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 procedure;
- Program discontinuance 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 procedure. (~~See:~~ AP 4022 [Program Revitalization](#))
- Once a program is identified for discontinuance, 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 ~~College~~ Superintendent/President.
- A Program Discontinuance 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 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.

- 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 ~~it~~ out [a program](#) within one year.
- Specific steps for program discontinuance shall be developed by the Program Discontinuance 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.
- The Superintendent/President, upon the recommendation of the Vice-President of Student Learning [and Success](#), the Academic Senate and the Program Discontinuance 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 ~~ed~~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 ~~(Education Code Section 78016)~~. 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: ~~Vice President of~~ Student Learning and Success

Date Approved: December 9, 2008

Date Reviewed/Revised: June 28, 2011

Date Reviewed/Revised: