

CCC Program Discontinuance Policy Analysis (compiled spring 2012)

(A good-faith effort was made by the Desert Regional Consortium to identify all approved/posted CCC District Board Policies in the spring of 2012. Many districts and colleges have policies still in development that were not included herein. Please reference the related Summary Analysis Report.)

District	# CCs	Policy/ Procedure #	Policy Title	Policy Website Link	Policy length (pages)	Date approved/ revised	Initiators
Allan Hancock CCD	1	BP 7960	Program Discontinuance	http://luminis.hancockcollege.edu/Board_Policies/docs/Program%20Discontinuance%2079601.pdf	7	5/17/2011	Vice president of academic affairs and the academic deans or Individual departments/disciplines to the vice president, academic affairs and the academic deans
Antelope Valley CCD	1	AP 4021	Program Discontinuance	http://www.avc.edu/administration/board/board%20policy/Administrative%20Procedures%20-%20Chapter%204%20(Academic%20Affairs)_2810.pdf	3	11/13/2006	Division/area dean and faculty of a specific program identify; division/area dean contacts Vice President and Academic Senate President
Barstow College	1	BP 4020	Program and Curriculum Development	http://www.barstow.edu/admin/boardpol.pdf	1	9/9/2004	
Butte Glenn CCD	1	AP 4021	Program Vitality/Program Discontinuance	http://www.butte.edu/departments/governance/academicsenate/documents/AP%204021.Program%20Vitality.%204.1.10.pdf	3	9/15/2010	A faculty member, chair, advisory committee, student, Dean, CIO, or other concerned individuals
Cabrillo CCD	1	3121	Program Discontinuance Criteria	http://www.cabrillo.edu/associations/governingboard/1112Agendas/April%202/Information/040212ProgramDiscontinuance.pdf	3	4/2/2012	
Cerritos CCD	1	AP 4021	Program Viability	http://cms.cerritos.edu/uploads/Board/Board%20Policies/Chapter%204/AP_4021.pdf	4	4/12/2012	A program viability study can be requested by any of the following: a) Department Chair; b) Area Dean; c) Vice President of Academic Affairs; d) Program Faculty; e) Advisory Committee Chair
Chabot-Las Positas	2	ARP 6200	Program Revitalization/ Discontinuance	http://www.clpccd.org/board/documents/6200.arp.pdf	10	4/18/2006	Vice President of Academic Services or Vice President of Student Services
Chaffey College	1	AP 4021	Program Discontinuance	http://www.chaffey.edu/policies/approved/4021-AP.pdf	3	4/17/2012	Dean or CIO
Citrus CCD	1	AP 4021	Program Discontinuance	http://www.citruscollege.edu/admin/bot/Documents/Policies%20and%20Procedures%20(Updated)/Chapter%204%20Instruction/Administrative%20Procedures%204/AP%204021%20Program%20Discontinuance.pdf	4	2/2/2010	Starts in a variety of places: the Steering Committee, the Office of Academic Affairs, the Ed. Programs Committee, the Office of Student Services, and individual Divisions or Departments
Coast CCD	3	No policy found in Board Policies online as of Spring 2012					
Columbia College	1	N/A	Program/Services Reduction Process	http://www.gocolumbia.edu/Academic_Senate/Program_reduction.pdf	3	8/26/2010	The Division Dean in consultation with program faculty and/or staff to the President of the Academic Senate, the Chair of the Curriculum Committee, the YFA and CSEA campus representatives, the Student Services Dean, Vice President of Student Learning and the College President.
Contra Costa CCD	3	C4008	Review, Establishment, Modification and Discontinuance of Courses and Programs	http://www.4cd.edu/gb/policies_procedures/board/TableOfContents.pdf	3	1/26/2011	The college must submit to the Educational Planning Committee a list of programs identified as in trouble as a result of program or enrollment management review.
Copper Mountain CCD	1	BP 4280	Program Discontinuance	http://www.cmccd.edu/Board-Policies	1	12/9/2010	
Desert CCD	1	AP 4021	Program Discontinuance	http://www.collegeofthedesert.edu/community/bot/AP/AP%204021%20Program%20Discontinuance.pdf	5	12/16/2011	Discussions can be initiated by administration or the faculty of the affected program. When a Program Discontinuance study is initiated, the Academic Senate and all faculty will be notified.
El Camino CCD	1	BP&AP 4021	Program Viability, Intervention and Discontinuance	Found references to policy in development, but no policy found in Board Policies online as of Spring 2012			
Feather River CCD	1	No policy found in Board Policies online as of Spring 2012					
Foothill - DeAnza CCD	2	AP 6015	Program Discontinuance	http://fhdafiles.fhda.edu/downloads/aboutfhda/6015ap.pdf	1	4/13/2012	
Gavilan CCD	1	AP 4020	Program, Curriculum, and Course Development	http://www.gavilan.edu/board/policies/ApprovedChapter4BPAP.pdf	8	6/11/2002	Educational leadership team and/or cabinet
Glendale CCD	1	N/A	Enhancement / Sunset Program Policy	http://www.glendale.edu/Modules/ShowDocument.aspx?documentid=5147	3	8/13/2008	Any member of the college community may contact the appropriate Vice President to request a program be considered for discontinuance if the request is accompanied by evidence supporting one or more criteria. The Vice President notifies the respective Dean, Division Chair, Department Chair and the Head of the Program.

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Grossmont-Cuyamaca CCD	2	AP 4021	Program Discontinuance	http://www.gcccd.edu/governing-board/documents/procedures/ch4/AP%204021.pdf	2	6/10/2009	Faculty to Curriculum Committee, or Program Review Committee, or CTE 2-year program review process, or Governing Board
Hartnell CCD	1	AP 1725	Discontinuance Process	http://www.hartnell.edu/academic_senate/DISCONTINUANCE_PROCESS.pdf	3	4/3/2001	Vice President for Instruction, Vice President for Student Services, Area Dean, a member of the discipline, or the Academic Senate
Imperial CCD	1	AP 4021	Program Discontinuance	http://cms.imperial.edu/index.php?pid=4272	2	8/1/2004	When the outcome of the Imperial Valley College Academic Services Program Review Process indicates essential weakness in critical measures, indicators, and elements of an Instructional program, the Vice President for Academic Services, in concert with the supervising Administrator for the program, shall notify all personnel associated with the program.
Kern CCD	3	4B6	Program Discontinuance	http://www.kccd.edu/Board%20Policy%20Manual/Section%2004_Students_Instructional%20Services.pdf	1	2/5/2009	
Lake Tahoe CCD	1	No policy found in Board Policies online as of Spring 2012					
Lassen CCD	1	No policy found in Board Policies online as of Spring 2012					
Long Beach CCD	1	AR 4024.5	Program Discontinuance	http://www.lbcc.edu/Policies/documents/4024reg.pdf	3	1/25/2005	Vice President of Academic Affairs, the school dean, department head, or program coordinator.
Los Angeles CCD	9	BR 6803	Viability Review	http://www.laccd.edu/board_rules/documents/Ch.VI-ArticleVIII.pdf	2	6/11/2003	to be determined by colleges
Los Rios CCD	4	N/A	Program Appraisal and Recommendation Process		2		A request for appraisal may originate with any of the following: 1) Dep't or program Spokesperson in consultation w/ dep't members; 2) Curriculum Committee faculty chair in consultation w/ its members; 3) Ed. Planning Committee faculty chair in consultation w/ its members; 4) VP of Instruction in consultation w/ program's instr. dean or workforce and ec. dev't personnel.
Marin CCD	1	AP 4021	Program Discontinuance	http://www.marin.edu/WORD-PPT/AP4021ProgramDiscontinuanceApproved6-28-2011withFlowchart.pdf	3	6/28/2011	Academic Senate identifies a program for discontinuance.
Mendocino College	1	N/A	Guidelines for Program Management		11	5/13/2005	Program Recommendations initiated from: Program Review; Faculty; Dean; Staff; Community; Curriculum Committee; Advisory Committee; Students; Other
Merced CCD	1	AP 4021	Program Discontinuance	http://www.mccd.edu/leadership/ofpres/policies/new/4000s/AP4021.pdf	5	7/24/2008	Concern about the viability of a program may initially come from the Vice President of Instruction, the area dean, faculty lead, or program coordinator/director.
MiraCosta CCD	1	AP 4021	Program Discontinuance	http://www.miracosta.edu/officeofthepresident/board/downloads/4021AP-ProgramDiscontinuance-Effective1-19-10.pdf	6	1/19/2010	Through the annual program review process, the Academic Affairs Committee will identify and may recommend, in consultation with the program faculty and program dean, that a program revitalization plan be initiated.
Monterey CCD	1	BP 3005	Academic Program Discontinuance	http://www.mpc.edu/GoverningBoard/Board%20Policies/3005%20Academic%20Program%20Discontinuance.pdf	1	6/26/2007	
Mt. San Antonio CCD	1	AP 4021	At Risk Programs and Program Discontinuance	http://www.mtsac.edu/administration/trustees/administrative-procedures.pdf	2	10/1/2008	Program review may indicate, based on trend data and other relevant information, that the program may be "at risk." Other indicators not included in the program review may also precipitate determining that a program is "at risk."
Mt. San Jacinto CCD	1	AP 4021	Program Discontinuation	http://www.msac.edu/BoardofTrustees/Documents/Board_Policy_Manual/MSJC%20Administrative%20Procedures%20Manual.pdf	3	4/18/2007	Ideally the process should originate with Program Review, but between program review cycles, situations may arise which suggest initiation of this procedure.

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Napa Valley CCD	1	BP 17840	Program Discontinuance	http://www.napavalley.edu/AboutNVC/Trustees/Documents/Board%20Policy%20Manual/SECTION%20I%202010.pdf	1	5/18/2005	
North Orange County CCD	2	AP 4021	Educational Program Discontinuance	http://www.nocccd.edu/Policies/documents/4021.AP.ProgramDisc.BOT2-14-2012.pdf	6	2/14/2012	Campus College President/Provost, CIO or appropriate Dean, Chief Student Serv. Officer, Dean/Program Manager, Department/Program Faculty, Academic Senate, and/or Institutional Researcher.
Ohlone CCD	1	AP 4021	Program Discontinuance	http://www.ohlone.edu/org/board/policy/ap-chapter4/ap4021.html	3	5/1/2007	The Vice President of Academic Affairs, after consultation with the Division Dean, may identify an instructional program for possible discontinuance by sending a written notice to both the College President and the Faculty Senate President.
Palo Verde CCD	1	BP 4020	Program and Curriculum Development: Review, Approval and Discontinuance of Instructional Programs	http://www.paloverde.edu/visitors/pdf/ap4020-0.pdf	2	12/12/2006	
Palomar CCD	1	AP 4021	Discontinuance of Career and Technical Programs	http://www.palomar.edu/gb/Administrative%20Procedures%20-%20Final/Chapter%204%20AP/AP%204021%20Discontinuance%20of%20Career-Technical%20Programs.pdf	1	9/15/2009	faculty or appropriate administrator
Pasadena Area CCD	1	Procedure 321	Program Discontinuance	http://www.pasadena.edu/ipro/policies/documents/PCC_3210.pdf	3	12/16/2009	The Vice President for Instruction, after consultation with the affected Division Dean, may identify an instructional program for possible discontinuance by sending a written notice to both the College President and the Academic Senate President.
Peralta CCD	4	AP 4021	Program Discontinuance or Program Consolidation	http://web.peralta.edu/trustees/files/2011/04/AP-4021-Program-Discontinuance_Consolidation1.pdf	5	2/22/2012	Program discontinuance or consolidation discussions can be initiated by administration or the affected divisions and departments
Rancho Santiago CCD	2	AR 6134	Program Discontinuance	http://www.rscdd.edu/apps/rpub.asp?Q=1923	2	1/1/2000	Department chair, discipline faculty, and/or the area administrator in consultation with faculty and VP of Academic Affairs
Redwoods CCD	1	AP 4021	Program Revitalization or Discontinuation Process	http://www.redwoods.edu/District/Board/New/Chapter4/AP4021.pdf	5	7/12/2011	Chief Instructional Officer, area Director/appropriate administrator, discipline member, Program Review Chair, or Academic Senate
Rio Hondo CCD	1	AP 4021	Vocational Program Discontinuance	http://www.riohondo.edu/board/policies/AP4000/AP4021_VocationalProgDisc.pdf	1	8/15/2007	
Riverside CCD	3	AP 4021	Program Discontinuance	http://www.rccd.edu/administration/board/New%20Board%20Policies/4021AP.pdf	3	4/14/2008	Administration
San Bernardino CCD - SB Valley College	2	N/A	Senate Policy on Program Discontinuance	N/A	3		Anyone may identify an at-risk instructional or student services program to the Academic Senate for an initial review. The party recommending the review is responsible for providing to the Academic Senate written and documented data supporting at least four of the criteria. The Academic Senate will determine if a full review is necessary.
San Diego CCD	3	No policy found in Board Policies online as of Spring 2012					
San Francisco CCD	1	No policy found in Board Policies online as of Spring 2012					
San Juaquin Delta CCD	1	No policy found in Board Policies online as of Spring 2012					
San Jose-Evergreen CCD	2	BP 4020	Program and Curriculum Development	http://www.sjeccd.edu/aboutus/board/Documents/Chapter%204%20Academic%20Affairs%20Policies.pdf	1	12/11/2007	
San Luis Obispo CCD	1	AP 4021	Program Discontinuance	http://academic.cuesta.edu/president/2008BP/BP4000/AP%204021_PrgmDiscontinuance.pdf	13	7/7/2010	Any full-time faculty member in the program, division chair, dean, or the VP of Academic Affairs
San Mateo County CCD	3	No policy found in Board Policies online as of Spring 2012					

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Santa Barbara CCD	1		No policy found in Board Policies online as of Spring 2012				
Santa Clarita CCD	1		No policy found in Board Policies online as of Spring 2012				
Santa Monica CCD	1	AR 5113	Program Discontinuance Process	http://www.smc.edu/ACG/Documents/Administrative_Regulations/AR_5000_Instr-Curr.pdf	2	3/16/2009	Senior administration
Sequoias CCD	1	AP 4020	Program Development, Approval, & Modification	http://www.cos.edu/About/Board/BoardPolicies/Documents/AP-4020%20Program%20Development,%20Approval,%20Modification.pdf	3		
Shasta- Tehama-Trinity Joint CCD	1	AP 4020	Program and Curriculum Development	http://www.shastacollege.edu/cms.aspx?id=4315&terms=board%20policies	14	2/27/2012	Program Faculty or Dean (if voluntary). Program Review process not meeting at least 3 of the 5 "early alert status" criteria (if not voluntary).
Sierra Joint CCD	1	AP 4021	Program Vitality	http://www.sierracollege.edu/_files/resources/about-us/board/policies/chapter4/Administrative-Procedure-4021.pdf	6	2/19/2010	Any college governance forums, individual divisions and/or departments, President, VP of Instruction and/or VP of Student Services
Siskiyou Joint CCD	1	AP 4021	Program Modification	http://www.siskiyou.edu/procedures/academic/AP4021.pdf	3	3/2/2010	Policy uses campus consultation process
Solano CCD	1	AP 6105	Program Discontinuance	http://www.solano.edu/president/Board/districtpolicies/Series6000/pdf/Policy6105.pdf	8	8/19/2009	Vice President of Academic Affairs and the Division Deans. Individual Divisions or Departments/Disciplines may also make proposals.
Sonoma County CCD	1	3.6	Program Review, Evaluation, Revitalization and Discontinuance	http://www.santarosa.edu/polman/3acadpro/3.6P.pdf	16	4/12/2011	Academic Senate Evaluation Committee and/or the supervising administrator
South Orange County CCD	2	AR 5220	Program Discontinuance		1	12/7/2009	
Southwestern CCD	1	4021	Program Discontinuance	http://www.swccd.edu/CrPdfs/4021_Program_Discontinuance_Procedure_-_SCC_Approved_3-9-11.pdf	4	3/9/2011	Discussion amongst the APRC Chair, AS President, VPAA, School Dean and, if a transfer program is involved, the SWC Articulation Officer
State Center CCD	2	AR 4021	Program Review and Discontinuance – Career and Technical Education	http://retrieve.scccd.edu/trustees/AR/Chapter%204%20-%20Academic%20Affairs/AR%204021%20-%20Program%20Review%20and%20Discontinuance%20-%20Career%20and%20Technical%20Education.pdf	1	8/18/2008	Vice President of Instruction will coordinate a biennial review
Ventura County CCD	3	AP 4021	Program Discontinuance	http://www.boarddocs.com/ca/vccd/Board.nsf/goto?open&id=8RQNQP60BBD5	4	2/14/2012	
Victor Valley CCD	1	AP 4020	Process for Program Discontinuance	http://www.vvc.edu/offices/Board_of_Trustees/Board_Policy_Manual/AP%204020.pdf	6	9/16/2009	Administration or faculty
West Hills CCD	2	AP 4720	Review of Occupational Programs	http://www.westhillscollge.com/district/about/board_trustees/policies/documents/AP4270ReviewofOccupationalPrograms.pdf	3	5/21/2002	Dean of Educational Services and MARC (Master plan, Accreditation and Research Committee)
West Kern CCD	1	BP 4020	Program and Curriculum Development	http://www.taftcollege.edu/tcwp/oldagenda/wp-content/uploads/2011/02/BP4020.pdf	1	7/10/2008	
West Valley-Mission CCD	2	District Policy 4.3.2	Program Discontinuance	http://www.wvm.edu/documents.aspx?fid=26324&doc=26746&year=0&excludeyear=1	5	2/18/2003	Anyone can make suggestions to the Academic Senate which must approve the process initiation and can terminate the process at any time.
Yosemite CCD	2		No policy found in Board Policies online as of Spring 2012				
Yuba CCD	2	AP 4021	Program Discontinuance	http://php.yccd.edu/board/view_ap.php?id=36	3	7/14/2010	Chief Instructional Officer, in consultation with others

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District	Reasons/Variables to Initiate process															Committee membership			
	Low/Declining student enrollment	Low retention/persistence	change/decrease in Labor Market Demand (workforce)	Facility/Equipment issues	Lack of currency and/or relevance	Low completions	Declining/low student success	Available faculty	Failure to meet certification/licensure requirements	Program review and analysis of trends	Change in requirements from transfer inst./availability of transfer major	Availability of human, physical, or fiscal resources	Legislative mandates	Advisory Committee recommendation	Insufficient frequency of course offerings		NOT Budget	Other	
Columbia College																x		1) The department/discipline will then work internally for one semester to form program improvement plan. 2) If no agreement is reached, Program Reduction Review Committee (PRRC) will be formed to include the President-elect of the Academic Senate, the Chair of the Curriculum Committee, the affected faculty and/or staff, the Division Dean or his/her designee, the Student Services Dean, and one faculty member chosen by the Academic Senate.	
Contra Costa CCD																		A review of program performance with the faculty members involved and the appropriate departments/divisions should take place. Prior to a formal "program in trouble" recommendation, both the Academic Senate President and the United Faculty VP on campus should have direct discussions with the College President regarding why the program is in trouble. The District Educational Planning Committee will seek Districtwide solutions for "programs in trouble" that were not resolved within an individual college.	
Copper Mountain CCD																			
Desert CCD					x			x									A program falls outside the college's mission; a program falls outside the college's master plan; a program falls outside a department's goals and objectives; a program duplicates a similar program offered in the community when duplication is not fiscally justified	All full time instructors in the program, at least one representative of the adjunct in the program, the Department Chair, the School Dean, Advisory Committee members, and community representatives as appropriate	
El Camino CCD																			
Feather River CCD																			
Foothill - DeAnza CCD																			
Gavilan CCD	x		x														x	Cost: compare direct instructional revenue based upon FTES to direct costs of the programs over two years	Institutional Effectiveness Committee: 4 faculty, 2 professional support staff, 1 administrator, 1 student, Director of Institutional Research, VP of Instruction

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Glendale CCD	x		x		x	x	x	x			x			x		x		The Vice President shall create a task force consisting of the faculty members of the program, the respective Division Chair, the respective Dean (Task Force Chair), a representative of the Research and Planning Office, a counselor, and 3 tenured faculty appointed by the Academic Senate who are not members of the program in question.
Grossmont-Cuyamaca CCD	x		x		x													Department faculty and deans with either the Curriculum Committee or Program Review Committee, depending on initiator
Hartnell CCD	x	x	x			x	x			x	x			x	x		Decline in importance of service to related disciplines (when no degree or certificate is offered)	Vice President for Instruction, 2 Deans (neither of which is dean of the program in question), 2 faculty appointed by the Academic Senate (neither from the program in question), 1 student appointed by the Student Senate
Imperial CCD																		No specification
Kern CCD																		
Lake Tahoe CCD																		
Lassen CCD																		
Long Beach CCD	x	x	x			x				x					x			The Vice President of Academic Affairs will call a meeting of the appropriate school dean and the full-time faculty of the department or program.
Los Angeles CCD									x									A program viability review may be conducted when the college determines, in accordance to procedures developed pursuant to this Board Rule, that an in-depth analysis, beyond that provided through program review, is necessary.
Los Rios CCD	x	x	x			x					x						declining 4-year college/univ. transfer trends	5 faculty and 2 administrators, none of which is directly involved with the program under review. (All faculty must be appointed by the Academic Senate President in consultation with the faculty chairs of the Curriculum and the Education Planning Committees.) If program is vocational: 5 faculty are 3 vocational, 1 non-voc, and 1 counselor for voc programs. If program is non-voc: 5 faculty are 3 non-voc, 1 voc, and 1 counselor for non-voc. programs.
Marin CCD																		An Academic Dean, the Chair of the Department, a discipline faculty member, a faculty member from another discipline and a counselor.
Mendocino College									x							x		At LEAST two faculty members (two FT or one FT & one PT), one Dean; and the Institutional Researcher

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	Low/Declining student enrollment	Low retention/persistence	change/decrease in Labor Market Demand (workforce)	Facility/Equipment issues	Lack of currency and/or relevance	Low completions	Declining/low student success	Available faculty	Failure to meet certification/licensure requirements	Program review and analysis of trends	Change in requirements from transfer inst./availability of transfer major	Availability of human, physical, or fiscal resources	Legislative mandates	Advisory Committee recommendation	Insufficient frequency of course offerings	NOT Budget		Other
Merced CCD	x	x	x			x					x				x			Discussion of program discontinuance must include all parties potentially affected by the decision. These include faculty, staff, administrators, students, the employing business and industry, and the community. Extraordinary efforts must be employed, if necessary, to ensure that the student and community voice is heard. The Academic Senate and its committees, including the Curriculum Committee, must have a fundamental and integral role in any discussion of program discontinuance.
MiraCosta CCD	x	x	x	x		x				x		x						The program faculty; A majority of the department faculty, including the department chair; The program dean; At least one additional dean to be appointed by the Vice President, Instructional Services; At least two additional discipline-related faculty members, one to be selected by the program faculty and one to be selected by the program dean; For career and technical education programs, the advisory committee must be involved in the construction of this plan; Additional members maybe added, with the final composition to be approved by the Academic Affairs Committee Chair in consultation with the Academic Senate President
Monterey CCD																		
Mt. San Antonio CCD	x	x	x			x				x								Key faculty involved in the program and division leadership will review the program's annual review reports and gather information to determine causes and possible solutions. . Appropriate faculty and management representatives will design an intervention plan for review by AMAC and appropriate Associations.
Mt. San Jacinto CCD										x						x		The Vice President of Instruction must convene a task force consisting of program faculty member(s), the relevant cluster coordinator(s), a dean, an institutional researcher, a counselor, and three tenured faculty members appointed by the Academic Senate who are not members of the program in question.
Napa Valley CCD																		
North Orange County CCD	x	x	x		x	x	x		x	x	x			x			decline in student success; decline in importance of program in support of other programs; undue impact of program on resources	Chief instructional officer or appropriate Dean (SCE), voting; 1 faculty member not from the program area selected by the academic senate from the institution of the program under review, voting; 1 dean/manager not from the program area appointed by the President/Provost, voting. dean/program manager of the program area undergoing Special Review, non-voting; department/program coordinator, or designee from the faculty (SCE), of the program undergoing Special Review, non-voting; institutional research officer, non-voting; 1 faculty member from the curriculum committee from the institution of the program under review appointed by the academic senate, non-voting.
Ohlone CCD	x				x		x									x		a) Vice President of Academic Affairs; b) Faculty Senate President; c) Division Dean of the affected program, appointed by the VP of Academic Affairs; d) Division Dean outside the affected program, appointed by the VP of Academic Affairs; e) Faculty member from the affected program, appointed by the Faculty Senate; f) Faculty member outside the affected program, appointed by the Faculty Senate; g) Counselor, appointed by the Faculty Senate; h) UFO President; i) Classified staff member, appointed by CSEA or SEIU; j) Student, appointed by ASOC; k) Curriculum Committee Chair

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San Luis Obispo CCD	x	x	x	x	x		x		x	x	x			x			Changes in community/student needs or interests. Program creates financial hardship for the institution	Discipline dean, division chair, program coordinator or academic director (if applicable), discipline faculty, AS President or designee, Curriculum Committee Chair or designee, CCFT President or designee, College Council rep.
San Mateo County CCD																		
Santa Barbara CCD																		
Santa Clarita CCD																		
Santa Monica CCD	x		x				x				x						alignment with mission or current goals and objectives	Academic Senate will appoint a committee
Sequoias CCD																		
Shasta- Tehama-Trinity Joint CCD	x	x							x					x			Program cost per FTES	Program Assessment Committee (PAC)
Sierra Joint CCD															x			AS President, Associated Students President or designee, Classified Senate President or designee, Program Review Committee Chair, Curriculum Committee Chair, VP of Instruction, Division Dean, department chair/program designee, additional representative from the Academic Senate. if applicable: additional classified staff member, CTE Chair, CTE Grant Administrator, VP of Student Services, other relevant faculty.
Siskiyou Joint CCD	x										x						Budget reductions. To make resources available for a higher priority program at the College.	
Solano CCD			x						x	x	x							Two discipline experts from the affected program (or related program), One counselor, One student, VPAA, One classified staff. The Evaluation Committee presents report to Curriculum Committee.
Sonoma County CCD									x						x			Includes the review and comments by the local Workforce Investment Board.
South Orange County CCD																		
Southwestern CCD									x								Concerns regarding programs that exhibit one or more of the 5 program discontinuance criteria	Academic Program Review Committee or the discipline faculty
State Center CCD																		Includes the review and comments by the local Workforce Investment Board.

CCC Program Discontinuance Policy Analysis (compiled spring 2012)

(A good-faith effort was made by the Desert Regional Consortium to identify all approved/posted CCC District Board Policies in the spring of 2012. Many districts and colleges have policies still in development that were not included herein. Please reference the related Summary Analysis Report.)

District	Reasons/Variables to Initiate process															Committee membership		
	Low/Declining student enrollment	Low retention/persistence	change/decrease in Labor Market Demand (workforce)	Facility/Equipment issues	Lack of currency and/or relevance	Low completions	Declining/low student success	Available faculty	Failure to meet certification/licensure requirements	Program review and analysis of trends	Change in requirements from transfer inst./availability of transfer major	Availability of human, physical, or fiscal resources	Legislative mandates	Advisory Committee recommendation	Insufficient frequency of course offerings		NOT Budget	Other
Ventura County CCD									x			x					If projected district reserves for a fiscal year are projected to fall below the state-required minimum of 5%	A standing committee, or group with a minimum two-thirds faculty representation, as appointed by the Academic Senate.
Victor Valley CCD																		All affected including faculty, staff, students, industry, administration, and community.
West Hills CCD			x			x	x		x								Perkins Core Indicator data, also includes comments by the appropriate Workforce Investment Board.	Discipline faculty, vocational administrators, advisory committees and the local Academic Senate
West Kern CCD																		
West Valley-Mission CCD																	program falls outside the college's mission and master plan, and the department's goals and objectives.	Academic Senate (AS) plus "broad campus representation" with special effort for student and community feedback. AS President chairs the committee. At least two public, published, open meetings for discussion. Performance Goals Committee provides data. Roll call vote during special AS meeting.
Yosemite CCD																		
Yuba CCD																		Program Renewal Committee: All members of the department, the appropriate Dean, two faculty members from outside of the Division appointed by the Academic Senate, and one Dean from outside of the Division. If the program has an advisory committee, two members from (each) Advisory Committee would be included.

CCC Program Discontinuance Policy Analysis (compiled spring 2012)

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District	Quantitative variables/factors to consider during process																							Process duration		
	Quality of program and how it is perceived by students, industry, community	Pedagogy of the discipline	Student Interest	Student Satisfaction	ability of students to complete their educational goals (incl. catalog rights)	Effect on students	Comprehensiveness of the college experience (whole student)	Balance of college curriculum	Match of program with college mission/Educational Master Plan	impact on [integration with] other programs or cross discipline projects	Potential for disproportionate impact on diversity	Currency/Content of Program Review/unit plans	Lack of currency and/or relevance	Failure to meet certification/licensure/accreditation requirements	Transfer program availability (articulation)	Impact on articulation agreements/ Tech Prep/2+2/other	Community needs/reputation	Advisory committee recommendations	Employer satisfaction	Marketing and outreach efforts	Changes in class offerings	Trends at area colleges	Workforce development trends		Program distinctiveness/ uniqueness	Regional duplication (or sharing the program with another college)
Allan Hancock CCD	x				x	x	x	x		x	x										x		x	x		no longer than 120 days exclusive of summer and winter break
Antelope Valley CCD										x						x							x			
Barstow College																										
Butte Glenn CCD	x		x		x	x	x	x	x	x	x	x			x								x	x	x	
Cabrillo CCD											x															
Cerritos CCD				x			x	x	x			x				x	x	x			x	x	x			
Chabot-Las Positas				x	x	x	x	x	x	x		x		x			x	x	x					x		1-2 years
Chaffey College						x								x												1 academic term
Citrus CCD	x	x			x	x	x		x	x														x		
Coast CCD																										
Columbia College	x			x				x	x	x				x	x	x	x							x	x	1-2 semesters
Contra Costa CCD																								x		
Copper Mountain CCD																										
Desert CCD	x	x	x		x	x	x			x													x	x		
El Camino CCD																										
Feather River CCD																										
Foothill - DeAnza CCD																										
Gavilan CCD																										
Glendale CCD	x									x							x	x	x							
Grossmont-Cuyamaca CCD												x														Determined by committee. A mid-cycle program review may be recommended
Hartnell CCD				x			x	x		x	x					x	x	x					x	x		
Imperial CCD								x	x							x								x		
Kern CCD																										
Lake Tahoe CCD																										
Lassen CCD																										
Long Beach CCD					x	x		x	x	x					x		x	x						x		1 semester
Los Angeles CCD					x	x	x	x	x							x										
Los Rios CCD								x	x	x	x					x	x				x		x			

CCC Program Discontinuance Policy Analysis (compiled spring 2012)

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District	Quantitative variables/factors to consider during process																						Process duration			
	Quality of program and how it is perceived by students, industry, community	Pedagogy of the discipline	Student Interest	Student Satisfaction	ability of students to complete their educational goals (incl. catalog rights)	Effect on students	Comprehensiveness of the college experience (whole student)	Balance of college curriculum	Match of program with college mission/Educational Master Plan	Impact on [integration with] other programs or cross discipline projects	Potential for disproportionate impact on diversity	Currency/Content of Program Review/unit plans	Lack of currency and/or relevance	Failure to meet certification/licensure/accreditation requirements	Transfer program availability (articulation)	Impact on articulation agreements/ Tech Prep/2+2/other	Community needs/reputation	Advisory committee recommendations	Employer satisfaction	Marketing and outreach efforts	Changes in class offerings	Trends at area colleges		Workforce development trends	Program distinctiveness/ uniqueness	Regional duplication (or sharing the program with another college)
Shasta- Tehama-Trinity Joint CCD	x	x		x				x	x		x	x	x	x	x		x	x					x			6 weeks if voluntary. Otherwise, 1.5 years
Sierra Joint CCD	x	x			x	x	x	x	x	x	x			x			x								x	
Siskiyou Joint CCD					x			x	x					x		x										
Solano CCD	x				x	x	x	x	x	x				x		x								x	x	self-study in semester 1. Report review within 90-days thereafter (exclusive of summer and winter break). Curriculum Committee has 30 days to forward recommendation to President/Academic Senate.
Sonoma County CCD	x							x	x		x	x	x	x		x	x		x	x	x	x		x		1 academic year
South Orange County CCD																										
Southwestern CCD																										1 year (additional 2 years if an Improvement Plan is accepted)
State Center CCD																									x	
Ventura County CCD			x					x				x					x							x	x	If improvement plan: A two-year monitoring period
Victor Valley CCD	x	x			x	x	x	x	x	x															x	6 months for faculty to do initial research
West Hills CCD		x									x							x					x		x	(2-3 years) Process/review, then 1 year for program improvement, then 1 year to terminate program
West Kern CCD																										
West Valley-Mission CCD	x	x			x	x		x	x		x														x	discussion shall take place in the semester following the initiation of the process.
Yosemite CCD																										
Yuba CCD	x			x		x		x	x			x	x	x	x					x			x		x	Once data is compiled, the program has 1 semester to ameliorate the situation. The committee is then given 1 semester to thoroughly review the program.

CCC Program Discontinuance Policy Analysis (compiled spring 2012)

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District	Stated Possible Outcomes						Policy considerations						
	Revitalization plan (Continue with Qualifications/Modifications/Reductions)	Declare the program obsolete and create a plan for discontinuance (Recommendation to Discontinue)	Accept the program in current state (Recommendation to Continue)	Program extension or suspension	Complete Review of the program (when no consensus is reached)	Other outcomes stated	Consideration for students in the pipeline for notification and/or to complete their education	Articulation/Transfer agreements	Collective bargaining commitments (reduction in force &/or opportunities to retrain)	Consideration for retraining and reassignment of program faculty	Provision for impact on budget and facilities	Removal of program from catalog	Consideration for updating the Program Inventory with the Chancellor's Office
Allan Hancock CCD	X	X	X				X		X				
Antelope Valley CCD	X	X	X	X									X
Barstow College													
Butte Glenn CCD	X	X	X				X		X				
Cabrillo CCD													
Cerritos CCD	X	X	X		X		X		X				
Chabot-Las Positas	X	X	X	X			X	X					
Chaffey College	X	X					X		X				X
Citrus CCD	X	X	X				X		X				
Coast CCD													
Columbia College	X	X	X				X		X				
Contra Costa CCD	X	X	X						X				
Copper Mountain CCD													
Desert CCD	X	X	X				X		X				
El Camino CCD													
Feather River CCD													
Foothill - DeAnza CCD							X		X				
Gavilan CCD	X	X											
Glendale CCD	X	X	X				X		X	X			
Grossmont-Cuyamaca CCD	X	X					X	X	X				X
Hartnell CCD	X	X					X		X				
Imperial CCD	X	X	X				X		X	X	X		
Kern CCD													
Lake Tahoe CCD													
Lassen CCD													
Long Beach CCD	X	X	X				X		X				
Los Angeles CCD	X	X	X			Program Initiation, and Departmental Reorganization	X	X	X	X			
Los Rios CCD													
Marin CCD	X	X	X		X		X		X				
Mendocino College	X	X	X				X					X	
Merced CCD	X	X	X				X		X	X			
MiraCosta CCD	X	X	X	X			X		X				

CCC Program Discontinuance Policy Analysis (compiled spring 2012)

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District	Stated Possible Outcomes						Policy considerations						
	Revitalization plan (Continue with Qualifications/Modifications/Reductions)	Declare the program obsolete and create a plan for discontinuance (Recommendation to Discontinue)	Accept the program in current state (Recommendation to Continue)	Program extension or suspension	Complete Review of the program (when no consensus is reached)	Other outcomes stated	Consideration for students in the pipeline for notification and/or to complete their education	Articulation/Transfer agreements	Collective bargaining commitments (reduction in force &/or opportunities to retrain)	Consideration for retraining and reassignment of program faculty	Provision for impact on budget and facilities	Removal of program from catalog	Consideration for updating the Program Inventory with the Chancellor's Office
Monterey CCD													
Mt. San Antonio CCD	X	X					X		X	X			X
Mt. San Jacinto CCD	X	X	X				X		X				
Napa Valley CCD													
North Orange County CCD	X	X	X	X		Program Reduction	X		X				
Ohlone CCD	X	X	X	X			X		X				
Palo Verde CCD											X	X	
Palomar CCD		X					X						
Pasadena Area CCD	X	X	X				X		X				
Peralta CCD	X	X	X			Recommendation for Consolidation	X		X				
Rancho Santiago CCD	X						X		X				
Redwoods CCD	X	X	X				X		X	X	X	X	X
Rio Hondo CCD							X		X				
Riverside CCD	X	X					X		X				
San Bernardino CCD - SB Valley College	X	X		X			X		X				
San Diego CCD													
San Francisco CCD													
San Joaquin Delta CCD													
San Jose-Evergreen CCD													
San Luis Obispo CCD	X	X	X	X			X		X	X	X		
San Mateo County CCD													
Santa Barbara CCD													
Santa Clarita CCD													
Santa Monica CCD													
Sequoias CCD													
Shasta- Tehama-Trinity Joint CCD	X	X					X						
Sierra Joint CCD	X	X	X				X		X				
Siskiyou Joint CCD	X	X											
Solano CCD	X	X	X				X		X				
Sonoma County CCD	X	X					X		X		X		
South Orange County CCD													
Southwestern CCD	X	X		X			X		X	X			

CCC Program Discontinuance Policy Analysis (compiled spring 2012)

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District	Stated Possible Outcomes						Policy considerations						
	Revitalization plan (Continue with Qualifications/Modifications/Reductions)	Declare the program obsolete and create a plan for discontinuance (Recommendation to Discontinue)	Accept the program in current state (Recommendation to Continue)	Program extension or suspension	Complete Review of the program (when no consensus is reached)	Other outcomes stated	Consideration for students in the pipeline for notification and/or to complete their education	Articulation/Transfer agreements	Collective bargaining commitments (reduction in force &/or opportunities to retrain)	Consideration for retraining and reassignment of program faculty	Provision for impact on budget and facilities	Removal of program from catalog	Consideration for updating the Program Inventory with the Chancellor's Office
State Center CCD													
Ventura County CCD	X	X	X				X		X	X	X	X	X
Victor Valley CCD	X	X	X				X	X					
West Hills CCD	X	X	X				X		X				
West Kern CCD													
West Valley-Mission CCD	X	X	X				X	X					
Yosemite CCD													
Yuba CCD	X	X					X		X				

CCC Program Discontinuance Policy Analysis (compiled spring 2012)

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District	References/Citations
Allan Hancock CCD	California Community Colleges Chancellor's Office Inventory of Approved and Projected Programs; Florida Community College memo Process for Evaluating Academic Programs at Risk, March 2003; Program Discontinuance: A Faculty Perspective. ASCCC, adopted Spring 1998; Skyline College working draft Program Improvement and Discontinuance Process, April 2003; Solano County Community College District Policy 6100 Program and Curriculum Development, adopted November 1986, revised December 2001; Title 5 Sections 51022, 53200, 53203 and 55130; West Valley College Academic Senate paper WVCAS Policy and Process for Program Discontinuance, December 2002
Antelope Valley CCD	Education Code 78016; Title 5, 51022, 55130
Barstow College	Education Code Section 70902(b); Title 5, Section 51022(a)
Butte Glenn CCD	Title 5 Section 51022, 55130. Education Code 78106 Program Discontinuance: A Faculty Perspective. ASCCC, adopted spring 1998
Cabrillo CCD	
Cerritos CCD	Education Code, Section 78016; Title 5, Sections 51022 and 55130
Chabot-Las Positas	Title 5 (CCR sect. # 51022)
Chaffey College	Education Code Section 78016. Title 5 Sections 51022 and 55130. Accreditation Standard II.6.b
Citrus CCD	Education Code 78016; Title 5 Sections 51022, 55000, and 55130; Program Discontinuance: A Faculty Perspective (ASCCC adopted Spring 1998); Mission College Academic Senate Policy and Process for Program Discontinuance (May 17, '01)
Coast CCD	
Columbia College	none specified
Contra Costa CCD	Title 5, California Code of Regulations, Sections, 51022(a), 55100, 55130, 55200 California Education Code 70901(b), 70902(b), 78016
Copper Mountain CCD	Education Code 78016; Title 5, Section 5102, 55130
Desert CCD	Academic Senate for California Community Colleges (1998). Program Discontinuance: A Faculty Perspective Title 5, Section 55130, Education Code Title 5, Section 51022 Instructional Program, Education Code Education Code Section 78016 Review of program: Termination Assembly Bill 1725 Victor Valley College Policy and Process for Program Discontinuance
El Camino CCD	
Feather River CCD	
Foothill - DeAnza CCD	
Gavilan CCD	Education Code Section 70901(b), 70902(b), 78016; Title V Sections 5100, 51022, 55100, 55130, 55150, Accreditation Standards II.A, Title 5, Section 55100
Glendale CCD	
Grossmont-Cuyamaca CCD	Education Code Section 78016; Title 5 Sections: 51022, 55130, and 55131
Hartnell CCD	Education Code 78016; Title 5, 51022, 55130
Imperial CCD	Education Code 78016; Title 5, 51022, 55131
Kern CCD	
Lake Tahoe CCD	
Lassen CCD	
Long Beach CCD	Title 5, Section 55000

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District	References/Citations
Los Angeles CCD	EC 78016, Title 5, CCR, 51022(a)
Los Rios CCD	
Marin CCD	Education Code Section 78016; Title 5 Sections 51022 and 55130
Mendocino College	
Merced CCD	Education Code 78016; Title 5, 51022, 55130
MiraCosta CCD	Education Code §78016 Title 5 §§51022, 55130
Monterey CCD	California Code of Regulations, Title 5, 51000-51102, 55000-55534; California Education Code, 78016
Mt. San Antonio CCD	Education Code 78016; Title 5 Sections 51022 and 55130
Mt. San Jacinto CCD	Education Code 78016; Title 5, 51022, 55130
Napa Valley CCD	Title 5, Section 55130, Approval of Credit Programs; Title 5, Section 51022, Instructional Programs; Education Code Section 78016
North Orange County CCD	
Ohlone CCD	Education Code Section 78016; Title 5 Sections 51022, 55130
Palo Verde CCD	Education Code Section 78016; Title 5, Sections 51020, 51022, 55000 et seq., 55100 et seq., 55130; Guide to Evaluating Institutions; Accreditation Standard II.A
Palomar CCD	Education Code Section 78016; Title 5 Sections 51022 and 55130
Pasadena Area CCD	Title 5, Section 51022
Peralta CCD	Program Discontinuance: A Faculty Perspective. ASCCC, adopted Spring 1998 Title 5 Section 55130, Approval of Credit Programs Title 5 Section 51022, Program Discontinuance Title 5 Section 53200, 53203, Role of the Academic Senate Title 5 Section 55000(g), Definition of educational program Education Code Section 78016, Review of program: Termination CCCCO Program and Course Approval Handbook (3rd edition) ACCJC Standard II.A.6.b U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended
Rancho Santiago CCD	Title 5: 55130, 55102 Education Code: 78016
Redwoods CCD	Education Code 78016; Title 5 Sections 51022 and 55130
Rio Hondo CCD	Education Code 78016; Title 5, 51022, 55130
Riverside CCD	Education Code Section 78016; Title 5 Sections 51022 and 55130
San Bernardino CCD - SB Valley College	Program Discontinuance: A faculty Perspective, Academic Senate for California Community Colleges, Spring 1998. Program Discontinuance: Sample Procedures, Assembled by CCCCIO and CCCAOE, December 2003.
San Diego CCD	
San Francisco CCD	
San Juaquin Delta CCD	
San Jose-Evergreen CCD	
San Luis Obispo CCD	Title 5, Section 51022,
San Mateo County CCD	
Santa Barbara CCD	

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District	References/Citations
Santa Clarita CCD	
Santa Monica CCD	
Sequoias CCD	Title 5, Section 55130
Shasta- Tehama-Trinity Joint CCD	Title V Sections 51021, 55000 et seq., 55100 et seq.; Accreditation Standards 4.A and D
Sierra Joint CCD	Accreditation Standard II.A Program Discontinuance: A Faculty Perspective. ASCCC, adopted Spring 1998 Title 5 Sections 51022, 53203 (d)(1), 55130 Education Code Section 78016 Review of program: Termination
Siskiyou Joint CCD	Board Policy 4102, Ed Code 78016, Title 5 sections 51022, 55130
Solano CCD	<ul style="list-style-type: none"> • California Community Colleges Chancellor's Office Inventory of Approved and Projected Programs • Florida Community College memo Process for Evaluating Academic Programs at Risk. March 2003 • Modesto Junior College paper Program Discontinuance Policy • Program Discontinuance: A Faculty Perspective. ASCCC, adopted Spring 1998 • Sacramento City College paper Program Termination Review • Skyline College working draft Program Improvement and Discontinuance Process. April 2003 • Solano County Community College District Policy 6100 Program and Curriculum Development. Adopted November 1986, revised December 2001 • Title 5 Sections 51022, 53200, 53203 and 55130 • West Valley College Academic Senate
Sonoma County CCD	Ed Code Section 66010.4. District Program and Resource Planning Process
South Orange County CCD	Education Code Section 78016; Title 5 Sections 51022, 55130
Southwestern CCD	Education Code Section 78016; Title 5 Sections 51022, 55130
State Center CCD	Education Code Section 78016; Title 5 Sections 51022, 55130
Ventura County CCD	Education Code 78016; Title 5, 51022, 55130
Victor Valley CCD	Education Code 78016; Title 5, 51022, 55130. Program Discontinuance: A Faculty Perspective. ASCCC, adopted Spring 1998
West Hills CCD	Education Code Section 78016
West Kern CCD	Education Code Section 70901(b); 70902(b); 78016. Title 5, Section 51000, 51022, 55100, 55130, 55150
West Valley-Mission CCD	Education Code 78016; Title 5, 51022, 55130. MCAS Policy and Process for Program Discontinuance (Adopted by MCAS May 17, 2001). Program Discontinuance: A Faculty Perspective. ASCCC, adopted Spring 1998 ACE Contract (July 1999-June 30, 2002) WVC Mission Statement & E&FMP (Available on PARIS/Inside WVC)
Yosemite CCD	
Yuba CCD	Education Code 78016; Title 5, 51022, 55130