

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 4  
Academic Affairs

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## **AR 4021 Program Discontinuance**

### **Reference(s):**

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

The procedures are based on the guiding principles that:

1. considerations of program discontinuance are distinct from program improvement
2. if there is mutual agreement between the affected faculty of a program and the administration, and when students will not be adversely affected, the processes of this procedure [i.e., two semesters of program review and convening of the Program Discontinuance Review Committee of (PDRC)] do not need to go into effect
3. program discontinuance is an academic and professional matter for local academic senates, and; insofar as the outcome of program discontinuance impacts employment, it is a matter of collective bargaining in all cases.

As a result, this procedure will be kept separate from development of Department/Discipline portfolios. In addition, if this procedure needs to be invoked, or if a program is to be discontinued on the basis of mutual faculty/Administrator agreement, the bargaining unit will be notified and given the necessary time to resolve the impact of program discontinuance through collective bargaining. A mutually agreed upon timeline will be established for program discontinuance by the Academic Senate, the chair of the Curriculum and Instruction Council, the appropriate faculty collective bargaining unit, the Division Dean and the Vice President of Academic Affairs.

Vital academic considerations include effects on students, balancing the college curriculum, education and budget planning and issues of regional coordination for occupational programs. Qualitative as well as quantitative data shall be collected, evaluated and used to inform decision-making.

1. A review process will go into effect when the department chair, in consultation with the discipline faculty, Academic Senate and/or the administrator working directly with the Vice President of Academic Affairs have determined that a program is in jeopardy. Department/discipline members and the administrator working directly with the program will identify aspects, e.g., qualitative and quantitative data, which apply to the specific program and then do a preliminary analysis of items related to the mission of the college, enrollments trends, workforce-related issues, completion rates, articulation issues,

course availability (both lower and upper division), and outside agency requirements. Then, formal notice, including the factors used to make the determination, will be sent to the President of the Academic Senate, the chair of the Curriculum and Instruction Council, the collective bargaining unit, and the Vice President of Academic Affairs.

2. The department/discipline will then work internally for two semesters to review program goals and attempt to ameliorate the situation. Ongoing documentation will be needed. Notice of process will again be sent to the President of the Academic Senate, the chair of the Curriculum and Instruction Council, the bargaining unit, the Vice President of Academic Affairs, and the President of the college.
3. After two semesters, a comparative study will be conducted on the quantitative/qualitative factors identified as pertinent to the program. If the situation persists, the area administration, in consultation with the faculty, will ask the District Curriculum and Instruction Council to convene the Program Discontinuance Review Committee to make a recommendation. This committee will hold meetings with provision for public comment, and will have a first and second reading of action items. The membership of this committee will include the District Curriculum and Instruction Council Chair or designee as ex officio member, the affected department chair(s), one faculty member, chosen by the department chair(s) from within the program or related discipline and two from outside the program, (chosen by the Curriculum and Instruction Council Chair with the approval of the Curriculum and Instruction Council), the affected Division Dean/Administrator and the Vice President(s) of Academic Affairs. If a program is shared by both SAC and SCC, the designated committee makeup will include the department chair, faculty and administrators from both colleges.
4. If it is determined by the Program Discontinuance Review Committee that the program should be discontinued, by an absolute majority, there will also be a recommendation for a phase-out period which will vary from program to program to ensure that all students in the program have the opportunity to complete the program and to ensure that the bargaining unit may resolve contractual impact for faculty in the affected program. These recommendations will then be forwarded to the Board of Trustees for approval.

**Revised: August 10, 2015 (Previously AR 6134)**

**Updated: September 17, 2018**