



ADMINISTRATIVE PROCEDURE

TITLE: Academic Program Deletion

ADMINISTRATIVE PROCEDURE # 4021C

RELATED TO POLICY # 4021 Academic Program Creation, Modification, and Deletion

The decision to delete an academic program must be made in a reasoned way that considers the impact on students, faculty, staff, the College, and the community.

A proposal for deletion of an academic program shall be reviewed through both faculty and administrative channels. The review process requires transparency, open communication, documentation of responses, and participation of shared governance.

A. Definitions.

- 1. Program suspension.** No admissions are allowed for a period of up to three years to allow time for the College to make a determination of whether the program will be re-opened or deleted. A report and proposal is due to the provost by the end of a specified period (three years or less) to re-open or delete the program. State notification is required for suspension and reactivation. A failure to reactivate within three years results in administrative deletion by the CCWD.
- 2. Program deletion.** A deleted program is removed from the catalog, removed from the website, and the program is not offered. A teach-out plan is required that conforms to state and NWCCU requirements. Reinstatement of the program at a future date requires the completion of the new program process.

B. Origin of proposal to delete a program.

The proposal to discontinue an existing academic program may originate from faculty of the academic area offering the program, an academic administrator, Academic Council, College administration, or the Board of Education. The proposal can occur at any time and does not need to coincide with the regular program review period.

C. Reasons for deletion.

- 1.** The program has low enrollment, decline or gaps in persistency, and/or low graduation rates.

2. A lack of resources may compel the College to seek program deletion and communication thereof to faculty.
3. Transfer opportunities or employment opportunities are low or non-existent.
4. The program is part of a restructuring plan that will result in a merger or re-organization of existing programs.

D. Electronic proposal.

The formal consideration of the discontinuance of an academic program shall be made available for review in electronic form. The following information, except when information is unavailable or inappropriate, must be included in the proposal prepared by administrators or faculty:

1. Name(s) of originator(s) of proposal
2. Name of program and name of department that administers the program
3. Brief description of the program
4. Rationale for discontinuance. The rationale may be based on realignment of resources, substantial changes in the field of study, declining faculty and/or student interest, negative assessment of program quality, budgetary considerations, or other forces. The explanation need not be lengthy, but sufficient detail should be provided so that all levels of review understand the situation.
5. Qualitative data
 - a. Program evaluation material from routine program assessments, accrediting agencies, and/or external consultants.
 - b. Connections to/impact upon general education, other programs, and the mission of the College if discontinued.
6. Quantitative data for past 5 years
 - a. Student FTEs and head counts
 - b. Class enrollment efficiency (i.e., fill) rates and frequency of course offerings
 - c. Student/faculty ratio; total cost per FTE faculty and FTE student for the program; comparison of these costs with other Oregon community Colleges offering similar programs
 - d. Retention fall-to-fall; term-to-term persistence
 - e. Number of students completing program

- f. Job placement or transfer rates
- g. Demand in local and regional workforce
- h. Cost required to sustain the program at an acceptable level of quality, including faculty, staff, facilities, equipment, supplies, etc.

E. Proposal review.

1. Initial consideration. The provost shall review the proposal for deletion; within three business weeks, the provost shall either reject the proposal or begin the discontinuance process. If the deletion process is to begin, a discontinuance review *ad hoc* committee will be appointed within the subsequent three weeks, in accordance with the procedures outlined below. Should an external regulatory body order the discontinuance, deletion shall be considered mandated and no committee and administrative reviews are required.

2. Discontinuance Review Ad Hoc Committee.

a. **Membership.** The provost, in consultation with the Academic Council and Executive Committee of the UCCFA, shall appoint a committee with the following membership:

- 1) An Academic Council representative
- 2) The Department Chair for the program
- 3) Four faculty, two from the program and two not involved in the program or the program's department
- 4) Two staff representatives if appropriate, one involved in the program and one not in the program or the program's department.
- 5) Two students, one in the program and one not in the program or the program's department

Upon appointment, the Committee shall select a chair and establish a meeting schedule. Meetings of the Committee shall be public.

b. **Purpose.** The Discontinuance Review Ad Hoc Committee gathers and evaluates all evidence from the proposal plus the following:

- 1) Response to proposal from the faculty of the program under review
- 2) For a CTE program, feedback from its advisory committee
- 3) Availability of similar programs at other Oregon community Colleges
- 4) Impact on students in the program and in the pipeline, including dual enrollment

- 5) Impact on under-represented groups of students
 - 6) Impact on faculty and staff positions or reassignments
 - 7) Impact on local businesses and industry
 - 8) Financial effects of discontinuance, including an estimate of the yearly costs or savings for the three years following discontinuance
 - 9) Description of how existing facilities and equipment freed by the discontinuance would be utilized
 - 10) Relationship of program and its discontinuance to College strategic priorities and tactical plans
- c. **Report.** The Ad Hoc Committee creates a written report in electronic form for the provost with an analysis of the data and additional information listed in E.2.b. The report must be completed within four business weeks of its initial meeting and provide one of the following recommendations:
- 1) **Continuance of the program.** Must contain a documented argument based on the evidence reviewed.
 - 2) **Continuance with qualifications.** Must contain a documented argument based on the evidence reviewed; the committee will create a timeline not longer than 18 months that incorporates actions to be undertaken by the program's faculty and Chief Academic Officer, support to be provided by the College, and the expected outcomes, which will be monitored by the provost; the ad hoc committee will re-evaluate the program at the end of the specified time.
 - 3) **Suspension.** Must contain a documented argument based on the evidence reviewed. The program will not accept new students for up to three years to allow faculty and the College time to modify the program, seek additional resources, etc., to make the program viable and sustainable. Suspension of CTE programs requires notification to CCWD according to guidelines at [http://handbook.ccwdwebforms.net/handbook/approval-guide/program-amendments-suspensions-deletions-\(cte\)](http://handbook.ccwdwebforms.net/handbook/approval-guide/program-amendments-suspensions-deletions-(cte)).
 - 4) **Deletion.** Must contain a documented argument based on evidence reviewed.
- 3. Administrative review.**
- a. **Provost.** The provost reviews the report and recommendation of the Committee and within three business weeks makes a final recommendation to the president.

- b. **President.** The president reviews the provost's recommendation to confirm that all processes have been followed and that the decision is sound.

Board of Education. The BOE considers evidence of the need to delete the program and the impact on the community, college budget, and strategic direction of the College.

- c. **CCWD/HECC.** Notification is provided and teach out plans are reviewed. See G below.
- d. **NWCCU.** Notification is provided and teach out plans are reviewed. See G below.
- e. **Financial Aid.** For certificates that have been previously approved, Financial Aid updates the Program Participation Agreement and provides teach out plans.

F. Collective bargaining. As this procedure impacts employment, the UCCFA and ACEUCC will be notified and given the necessary time to resolve issues of collective bargaining.

G. Program phase-out. In the event a program is deleted, the provost and the Department Chair of the affected program will devise a plan that allows currently enrolled student in the program to complete their program. The plan must comply with HECC and NWCCU requirements.

H. Communications and implementation

- a. Catalog
- b. Website
- c. Marketing
- d. Budget allocation
- e. Human Resources
- f. Purchasing
- g. Facilities
- h. Advisory committee
- i. Financial Aid
- j. Foundation
- k. Affected Department

REFERENCES:

CCWD: [Amendments, Suspensions, Deletions](#)

NWCCU: [Teach-Out Plans and Teach-Out Agreements Policy](#)

RESPONSIBILITY:

The Chief Academic Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE: 2023-2024

DATE OF ADOPTION: 4/14/2021

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: