

Discontinuance or probation of a program(s) is part of normal administrative operations. Procedures governing the discontinuance or probation are set up and followed whenever reasonably possible in order to protect affected faculty and the integrity of the process. The procedures ensure clear, comprehensive communications among affected faculty, Faculty Association, administration and the Board of Trustees. The Board of Trustees must approve the discontinuance or probation of programs.

Adopted: 4/13/07

Reviewed: 9/13/16

Consideration for discontinuance or probation of a program(s) is part of normal administrative operations. Whenever reasonably possible, the following procedures shall pertain:

1. The Vice President of Academic Affairs and either the Dean of Instruction (DOI) or the Career Technical Education (CTE) Director, whichever is appropriate, shall meet with the faculty directly affected by the proposed closing or probation and share any pertinent data, materials, documentation, and/or information that prompted the review including, at a minimum, the following considerations:
 - A. The impact of the program closure on the mission of the college and on other academic/technical areas.
 - B. The strength and quality of the program and of its faculty.
 - C. Any duplication of work done in the program by work done in other programs or departments.
 - D. Student demand and projected enrollment in the program.
 - E. The current and predicted comparative cost analysis/effectiveness of the program.
 - F. Competition from other institutions.
 - G. Employment opportunities for graduates.
2. Following this meeting, the affected faculty will have ten (10) working days to make written comments or request an opportunity to make informational oral presentations to the Vice President and the DOI/CTE Director in a closed session. A representative of the Faculty Association may attend.
3. After due consideration, the Vice President and the DOI or CTE Director shall submit their recommendation, along with the pertinent data, materials, documentation, and information that was shared with the faculty, to the President's Council.
4. The Council shall carefully review all of the data and make a recommendation to the President.
5. The President shall inform the Faculty Senate and advisors/recruiters of the proposed action recommended by President's Council prior to the board meeting.
6. The affected faculty and the Faculty Senate will be given ten (10) working days to review materials and respond to the President regarding the Council's recommendation.
7. If a response to the recommendation is received by the President from the faculty and/or Faculty Senate, the President shall inform the Council and the Council shall conduct a second review, considering all materials and Information provided by all parties concerned. It will either confirm its recommendation to discontinue the program or make a recommendation to place the program on probation with an improvement plan based on a timeline for reconsideration.

8. If the President agrees with the recommendation to place the program on probation, all materials will be forwarded to the Vice President of Academic Affairs for the development of an improvement plan with the affected faculty.
9. If the President agrees with the recommendation to discontinue the program, the President will recommend closure to the Board of Trustees as an agenda item at the next regularly scheduled board meeting, providing all related materials for its consideration.
10. The Board of Trustees will review the materials and vote on the recommendation. If closure is approved, and if the result of closure will result in termination, written termination notices will be sent to all affected faculty and the Faculty Association.
11. Advisors and recruiters will be notified of the decision by the Vice President of Academic Affairs immediately following the board meeting.
12. When an academic/technical program is discontinued, every effort shall be made to phase it out over a period of time, with due notice to students and due regard for the faculty whose appointments will be affected.

Approved: 3/26/07

Revised: 11/16/15