

## AP 4021 Program Discontinuance

Reference:

***Education Code 78016; Title 5, 51022, 55130***

1. 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 [see IVC Academic Services Program Review Template (2005-2008)], the Vice President for Academic Services, in concert with the supervising Administrator for the program, shall notify all personnel associated with the program and shall discuss measures to be taken to revise, strengthen, and improve the cited performances indicators of the Program.
2. If the program is a Career Technical Education (Vocational) Program, in addition to the *Imperial Valley College Academic Services Program Review Process*, via data collection, the following will be documented in support of the program review:
  - a. Does the program meet a documented labor market demand?
  - b. The program does represent unnecessary duplication of other workforce training programs in the area.
  - c. Is the program of demonstrated effectiveness as measured by employment and completion rates?
3. Data collection and review must include both qualitative and quantitative measures representing at least four (4) past semesters for the following:
  - a. Enrollment patterns,
  - b. Retention trends,
  - c. Completion rates,
  - d. Community need,
  - e. Impact on community,
  - f. Relationship to the College Mission,
  - g. Impact on related programs,
  - h. Retention rates,
  - i. Employment/transfer rates,
  - j. WSCH and FTES,
  - k. Any other indicators or elements that may apply to the specific program.

## IVC Policy and Procedure Handbook

### AP 4021 Program Discontinuance (continued)

4. Recommended action for Program Status Modification shall be submitted to the Vice President for Academic Services review, approval/disapproval, and shall be reviewed with appropriate audiences which will include:
  - a. Students,
  - b. Department representatives,
  - c. Curriculum and Instruction Committee,
  - d. Planning and Budget Committee,
  - e. Instructional Council,
  - f. Advisory Committee(s),
  - g. Specific Accreditation/Certification Bodies,
  - h. Community Groups, to include the local Workforce Investment Board, and
  - i. Any other audience appropriate for the specific program.
5. Preparation of Recommendation and Final Report for action on Program Revision, Reduction, Phase Out, or termination/Discontinuance shall include:
  - a. Reasons for reduction or phase out,
  - b. Effect on students currently enrolled,
  - c. Impact to related programs and community,
  - d. Projected impact on Facilities,
  - e. Budget impact and timeline,
  - f. Timeline for implementation of recommended action,
  - g. Phase out of students,
  - h. Phase out of Faculty and staff,
  - i. Relevant legal issues,
  - j. Alternatives for Students,
  - k. Contract obligations, Consultation report with Legal Counsel, and
  - l. Report from Advisory Committee (if appropriate).
6. Any program that does not meet the requirements associated with program revision, modification, reduction, and/or strengthening activities as promulgated by the District Board of Trustees, shall be terminated within one year.
7. Vice President for Academic Services forwards and represents the recommendation to all appropriate groups, such as the Executive Committee, Academic Senate, College Council, Planning and Budget, Accreditation Group(s), and the District Board of Trustees.
8. Recommendation for termination/discontinuance shall be submitted to the Vice President for Academic Services for review, developing of action plan, and implementation

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