



AP 4021 Program Discontinuance

References:

Education Code [Section 78016](#);
Title 5 [Sections 51022 and 55130](#)
[AGCJC](#) Accreditation Standard II.A.15

Educational Program Evaluation and Discontinuance Procedure

Antelope Valley College is committed to support programs that fulfill the goals of the Mission Statement and the Institutional Learning Outcomes for students as stated in the Educational Master Plan. Title 5 Section 55000 defines an educational program as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” These educational programs are subject to approval by the [System's California Community Colleges Chancellor's Office](#) and are then entered on Inventory of Approved and Projected Programs. Primary consideration in the decision to consider program discontinuance will be given to the service the program provides to the college and community, not to budgetary considerations. Only programs with low or declining enrollment, decreasing demand for service, or clear obsolescence will be considered for discontinuance. A program discontinuance review will be initiated and carried out according to the following steps:

- I. When a declining trend has been identified by the division/area dean and faculty of a specific program, the division/area dean shall contact the appropriate Vice President and Academic Senate President. A declining trend will be identified using the following key performance indicators:
 - a. Statistically significant decline in class enrollment throughout the program over four consecutive semesters.
 - b. A consistently low enrollment of [fifty percent](#) (50%) below maximum seat load capacity over four consecutive semesters.
 - c. Retention of less than [fifty percent](#) (50%) from the beginning term class roster for four terms (need not be consecutive semesters).
 - d. Student success of less than [fifty percent](#) (50%) of students obtaining a grade of C or better and/or credit for the final course grade in all courses of the program over four terms (need not be consecutive semesters) in that program.

- II. A Taskforce will be convened that consists of no more than three faculty members from the discipline, the respective Division/Area Dean, the Dean of Occupational Education, a representative of the Counseling Department, a faculty representative of the Academic Senate who is not a member of the division in question, and a representative of the Faculty Union who is not a member of the division in question. The Director of Institutional Research and Planning will be a resource for the subcommittee.



The role of the Taskforce shall be to consider the following in keeping with good intentions and enrollment management requirements, in order to determine the disposition of the programs identified as having a declining trend:

- Needs of the community
- Workforce development
- Program Review (most recent)
- Core indicators from ~~System's~~ the California Community Colleges Chancellor's Office
- Integration/cross discipline in which the program is involved
- FTES generated by program
- Local labor market information through EDD/employer program advisory committees and surveys
- Or initiate an independent, external needs assessment to determine market demand

III. The Taskforce, by consensus, may agree to one of the following to address the declining trend:

- 1) to declare the program obsolete and create a plan for discontinuance that respects the needs of students and fulfills contractual obligations to faculty and staff; or
- 2) to devise a process/plan to revitalize the program and a timetable to accomplish this goal agreed upon by the discipline faculty with the help of the other involved parties. Resources shall be allocated by the Administration in order to improve enrollment or retention. Some areas to be considered are: in-depth revision of the program's courses, update of facilities, or other program enhancements to assure currency, vitality, and relevancy of the program. Other considerations might include seeking support from or collaboration with other campus areas that could help promote student success and retention.

IV. If there has not been a statistically significant increase in key performance indicators after three semesters of the implementation of the process to revitalize the program, the Administration will reconvene the Taskforce to determine the appropriate course of action from the following:

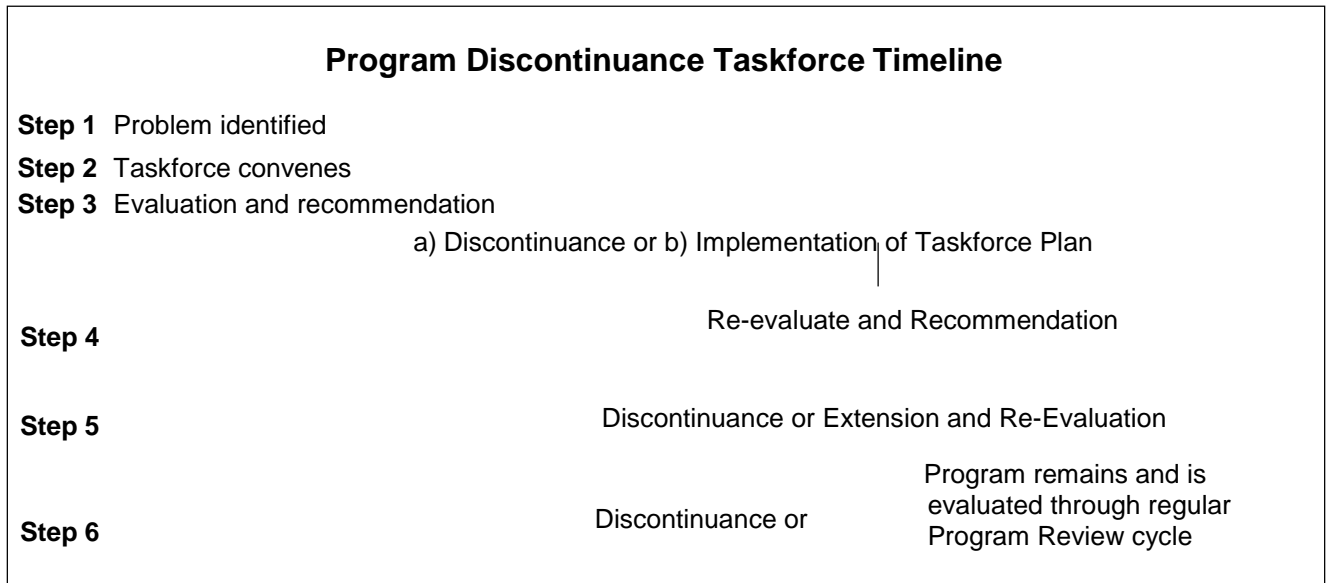
- 1) Give the Program an extension of two (2) semesters. At the end of the extension, the committee will reconvene and re-evaluate.
- 2) Accept the program in its current state if it serves a community, instructional, or training need.
- 3) Create a plan to improve recruitment and enrollment. This plan will then be implemented over the following three semesters.
- 4) Discontinue the program.

V. The final decision on either program discontinuance or program continuance is



sent by the taskforce to the appropriate Vice President and Academic Senate President. If the decision is to continue the program, evaluation will occur through the regular program review cycle.

- VI. If the decision is to discontinue a program, the Academic Senate President will inform the Academic Policies & Procedures Committee so that they may formally ratify the decision of the Discontinuance Taskforce. The Academic Policies & Procedures Committee faculty co-chair will then inform the Academic Senate and Strategic Planning and Budget Council.
- VII. The Strategic Planning and Budget Council will then notify the College President/Superintendent, who will take the decision of the taskforce to the Board of Trustees.
- VIII. The Vice President of Academic Affairs will notify the **Systems California Community Colleges Chancellor's** Office to have the program removed from the inventory.



Career and Technical Education Program Discontinuance

The discontinuance process for Career and **T**echnical Education (**CTE**) Programs remains the same as the process above, with the following exceptions:

1. Each **Career and Technical Education CTE pP** Program will be reviewed in a two-year cycle to ensure that they meet legal standards
2. If a CTE program is not compliant with legal standards and does not become so within an academic year, the Superintendent President shall make the determination to discontinue the program or extend the date to meet compliance. The



Superintendent/President will inform the Academic Senate President and Vice President of Academic Affairs if a CTE program is discontinued due to legal non-compliance.

See BP/AP 4020 Program, Curriculum, and Course Development and AP 4022 Course Approval.

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