

## Chapter 4 – Academic Affairs

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

The review and decision regarding the viability of a program is a joint venture of the faculty and administration.

- A. Discontinuance refers to the elimination of an entire discipline or program of study (an inactivation of all degrees, certificates and courses within the discipline).
- B. The Vice President of Academic Affairs, school dean, department head, program coordinator or director may initially question the viability of a program. A program may be considered for discontinuance due to any of the following:
  - 1. A sustained (3 or more years) period of low enrollment
  - 2. A sustained (3 or more years) period of low retention or completion rates
  - 3. Infrequent course offerings
  - 4. A lack of demand for the program in the labor market and low or declining job growth
  - 5. The inability to transfer the program major if it is an ADT or transfer based program.
- C. Once a program has been identified as at-risk for discontinuance based on the above criteria, the following group will form an evaluation team: Vice President of Academic Affairs, the school Dean, the Department Head and the full-time faculty of the department in question.
- D. Within a month of being identified as an at-risk program, the Vice



(l) What effort has been made to support the program?

(m) What effect has the program had on college diversity efforts?

- (c) The student will be assisted to select a major that contains the highest percentage of courses that have been completed, or
  - (d) The student will be redirected to other community colleges in the area that provide the award, and
  
  - (e) The college cannot award a degree or certificate when a program has been inactivated at the California Community Colleges Chancellor's Office.
- 2. A timeline and process to support faculty must be developed in conjunction with the local bargaining unit and in accordance with the applicable collective bargaining agreement.
  
  - 3. Transfer of staff shall be in consultation with the appropriate bargaining unit and in accordance with the applicable collective bargaining agreement.
  
  - 4. A plan will be developed to inactivate courses, reestablish the program (if appropriate in the future) and address other operational issues.
- H. The final written documentation supporting program discontinuance shall be forwarded to the College Planning Committee, where a final recommendation will be made to the Superintendent-President's Executive Committee for action to the Board of Trustees, and communicated to the evaluation team, affected department faculty and area dean.
  
  - I. In the event that publicly documented actual budget shortfalls demonstrate that funding levels are not sufficient to maintain all programs, which then becomes a rationale for considering program discontinuance, the process described in this regulation should also be followed as a matter of shared governance.
- A. Definition: Inactivation refers to the elimination of individual certificates, degrees or courses within a discipline, while potentially retaining the overall program of study.
  
  - B. If a department head initiates the inactivation process, they shall follow the established practice of inactivation set out by the AD/GE Subcommittee.

Also see BP 4020 Program, Curriculum, and Course Development, AP 4020 Program and Curriculum Development, and AP 4022 Course Approval.

---

December 15, 2021