CHC Program Viability Process

Overview

- Board Policy 4020 requires that each college establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

- Program Viability Review is a process meant to assure that the College's instructional resources are used in response to the College's Mission, its Educational Master Plan, the needs of its students, and the requirements of the community it serves.

- The term program as it relates to this review process includes all degree and certificate instructional programs, all instructional disciplines, and all departments or other campus units offering instruction. At the discretion of the local college, student service programs which include an instruction component may be considered using this process.

- Program viability discussion may be initiated by any constituency or group. Regardless of where the discussion is initiated, the Academic Senate, in accordance with the district's policy to "rely primarily" on the Academic Senates advice in academic matters, will guide the process and produce the recommendations.

- Education Code 78016, and Title 5, §51022(a) require that a viability review be conducted prior to program discontinuance (termination).

- In general, program discontinuance should be recommended only after a serious attempt has been made to improve program effectiveness and efficiency, unless it is clear that future efforts at remediation are not warranted.

Process

A viability review is required prior to forwarding a program initiation or discontinuance proposal and must have taken into consideration the following:

1. The impact on students and student success;
2. The impact on the comprehensiveness and balance of offerings across the college curriculum and within the district;
3. The impact the educational and budget-planning process used at the institution;
4. The positive and/or negative impact on transfer to four-year colleges and universities;
5. The effects of the program on local businesses and industries;
6. The effects of the program on faculty and staff;
7. In the case of program discontinuance, provisions that can and should be made for students in progress to complete their educational goals.

Academic Senate will establish a Viability Review Ad Hoc Committee

- The process of Viability Review is carried out by an Ad Hoc committee organized by the Academic Senate for the purpose of Program Initiation, or Program Discontinuance.
- The Viability Review Ad Hoc Committee exists until it files its recommendations. Membership on

the Review Committee should include clerical support and the following members:
- o The Academic Senate President or Designee
- o 1 – Faculty member from the discipline under consideration
- o 1 – Department Chair (selected by the Chairs)
- o The Curriculum Committee Chair or designee
- o 1 – CTA representative
- o The Vice President of Instruction
- o The Dean of research and planning (or designee)
- o 1 – Academic Dean
- o Articulation Officer
- o Student (selected by the Student Senate)
- o Classified (selected by the Classified Senate – preferably from admissions and records
- o Community and or others deemed necessary by the Academic Senate Exec

(Note: if/when the viability review committee is asked to convene during an employee's non-service days – the employees will be compensated per the contract).

Once a Viability Review Ad Hoc Committee has been formed, it will meet to elect a chair and establish a specific plan for the study it is about to undertake.

Information Data Gathering

This plan should include the following as needed:
- Qualitative Indicators based on the mission, values, and goals of the instruction and access and equity for students. These indicators should include, but are not limited to:
  - o Balance of the college curriculum;
  - o Effect on students of discontinuing the program;
  - o Potential for a disproportion impact on any one group of students;
  - o Quality of the program and how it is received by students, articulating universities, local business and industry, and the community;
  - o Community needs assessment (SCANs report data);
  - o Student employability and/or transferability;
  - o Replication of programs in the District/surrounding area;
  - o Interviews with faculty, staff, students and administrators in the affected area and in related instructional areas.
- Quantitative indicators must be considered in any discussion of program viability. Any data used as a basis for decision-making must be sound, comprehensive, uniform and reliable. Quantitative indicators should include, but are not limited to, the following:
  - o Enrollment and retention trends
  - o Persistence/completion/success of students in the program
  - o Enrollment management committee discussions
  - o Fiscal impact
- at least one well-publicized open forum should be held to allow any concerned member of the campus community or of the College's service area the opportunity to voice opinions and express concerns.
- CTA and CSEA presidents will make a formal recommendation on the proposal to be sure the proposal abides by all terms of the districts negotiated classified and certificated contracts.

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- in addition, the committee shall consult when necessary with District, regional, and State agencies and institutions overseeing specific types of programs, such as certain vocational programs.

Decisions made through the Program Viability Process must be based on a broad and thorough ongoing investigation of factors relating to the benefits of a program for students, for the college, and for the community. They must, therefore, take into consideration information that goes far beyond simple measures of current student demand or weekly student-contact hours. The following general types of information should be gathered as needed and weighed in the process of formulating the Review Committee's recommend:

1. Relation of the program to the college Mission
2. Relation of the program to the Educational Master Plan
3. Recent Program Review or accrediting agency recommendations
4. Measures of student demand (enrollment, average class size, degrees/certificates, or surveys)
5. Measures of labor-market demand (CTE only)
6. Current program effectiveness (FTEF/FTES ratio, success and retention) [not required for program initiation]
7. SLO Assessment Data (not required for program initiation)
8. Advisory Committee Recommendations or other reports (CTE only)
9. Interviews [not required for program initiation]
10. Open Forum [not required for program initiation]
11. Projected impact on overall educational program, students, faculty, college budget, community

Outcomes

Within six months of the committee's formation, it will produce a Program Viability Report specifying the outcome of its deliberations and making specific recommendations for action, complete with timelines. Viability review committees report may include recommendations that include but are not limited to the following:

- Program Initiation
  The institution or adoption of a new program, a new discipline, or a new department
- Program Modification and Improvement
  A plan of action to enhance the performance and effectiveness of an existing program discipline, or department
- Departmental Reorganization
  The restructuring of an existing program, discipline, or department for greater effectiveness, including the joining of smaller departments into a larger one, or splitting a larger department into smaller ones.
- Program Discontinuance
  The discontinuance (termination) of an existing program, discipline, or department

This Viability Report must include the following:

1. a summary of the process used by the committee
2. a review of all data consulted
3. a recommendation for program initiation, program discontinuance, program modification, or department reorganization.

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4. detailed assessment of the recommendations' impact on the College's overall educational program and budget, as well as its impact on all students, faculty, and staff involved.

Approvals

Viability Review Workgroup recommendations shall be forwarded to the Academic Senate for recommendations/approval. The Academic Senate recommendations/approval are forwarded to the Crafton Council for review and approval. The recommendations/approvals of both the Academic Senate and the Crafton Council are forwarded to the following committees as an information item only: Curriculum Committee, Chairs, PPR, and Budget. The College President makes the final decision and will share the decision and justification for the decision with the college campus including all constituency groups.

"The College President and College Academic Senate President shall make program viability recommendations to the Board of Trustees for approval. The recommendation shall include a description of the viability review process and the reasons for the recommendation." Copies of this Viability Review of Educational Programs, signed by the College President and the Academic Senate President, shall be on file in the Office of Instruction.

College President _____ Date: _____

Senate President _____ Date: _____

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