



## AP 4021 ESTABLISHING, MODIFYING, OR DISCONTINUING PROGRAMS

### References:

Education Code Section 78016;  
Title 5 Sections 51022 and 55130

### Definitions

**Program** - See BP 4021 titled Establishing, Modifying, or Discontinuing Programs.

**Program Review** - See BP/AP 3255 titled Program Review.

**Program Evaluation Committee (PEC)** - A College committee tasked with reviewing program evaluations and the establishment, modification, or discontinuance of a program.

### Composition of the Program Evaluation Committee (PEC)

The Program Evaluation Committee (PEC) shall consist of the following members:

- Academic Senate President as Faculty Co-Chair (non-voting)
- One Dean as Administrative Co-Chair (non-voting)
- One Dean (voting)
- One Associated Student Government representative or designee (voting)
- One full time faculty member from each Division (voting)

### Resource Personnel

**Note:** Resource personnel attend meetings of the Program Evaluation Committee when requested to by one of the Program Evaluation Committee co-chairs. There is no requirement placed upon resource personnel to attend every meeting.

- One Articulation Officer or Academic Counselor (resource, non-voting)
- One Institutional Researcher (resource, non-voting)
- One Classified Consultation Group Representative (resource, non-voting)
- Representation: CSEA, Supervisory Bargaining Unit, Managers Group, IA (resource, non-voting)

### Program Evaluation Committee (PEC) Tasks

1. Establish criteria for program review evaluation
2. Evaluate program reviews
3. Recommend courses of action:
  - Sustain program—No action needed
  - Modify program
  - Discontinue program
  - Establish program
4. Evaluate program review process and make recommendations
5. Report program recommendation outcomes
6. Disseminate best practices throughout the College



## 7. Institutionalization of grant-funded initiatives

### **Role of the Curriculum Advisory Committee**

The Curriculum Advisory Committee is not explicitly described in this Administrative Procedure but the Curriculum Advisory Committee works in parallel to many of processes described herein and has a focus on:

- Curriculum, including establish prerequisites and placing courses within disciplines
- Degree and certificate requirements
- Educational program development

### **Establishing Programs**

The process is shown in Figure AP 4160-1. A faculty member proposes the establishment of a program which is reviewed by the co-chairs of the Program Evaluation Committee. It is expected that a preliminary proposal include a description of the need, appropriateness of the proposed program to the community college setting, proposed courses (new and/or existing) and other program requirements. The proposal is then forwarded to the full Program Evaluation Committee for consideration.

### **Program Evaluation Committee (PEC)**

The Program Evaluation Committee shall consult with the Executive Vice President (EVP), faculty and area deans affected by the proposed program to discuss the rationale for the proposal and potential effects on the college, review the originator's needs assessment, evaluate merits, feasibility, costs, and identify problems in design or implementation. If requested, the originator shall revise the proposal based on the feedback provided by the Program Evaluation Committee. Proposals approved by the Program Evaluation Committee will be forwarded to the Academic Senate for consideration.

The following issues shall be discussed and resolved prior to the Academic Senate's consideration for approval of the program addition:

1. A comprehensive cost-benefit analysis that includes impacts to existing faculty and programs, including resources, space/facilities, and the program's position within the organization;
2. Staffing issues (e.g. projected faculty needs, classified support, designation of department chair or program director);
3. Identification and designation of minimum qualifications and faculty service area(s) for faculty teaching in proposed program;
4. Program support issues (e.g. articulation, listing of courses in catalog, required student support services, etc.).

### **Academic Senate**

The Academic Senate will either approve or reject the proposal. Approved proposals will be forwarded to the Superintendent/President.

### Superintendent/President

The Superintendent/President will either approve or reject the proposal. Approved proposals will be forwarded to the Board of Trustees.

### Board of Trustees

The Board of Trustees will either approve or reject the proposal using a roll call vote.

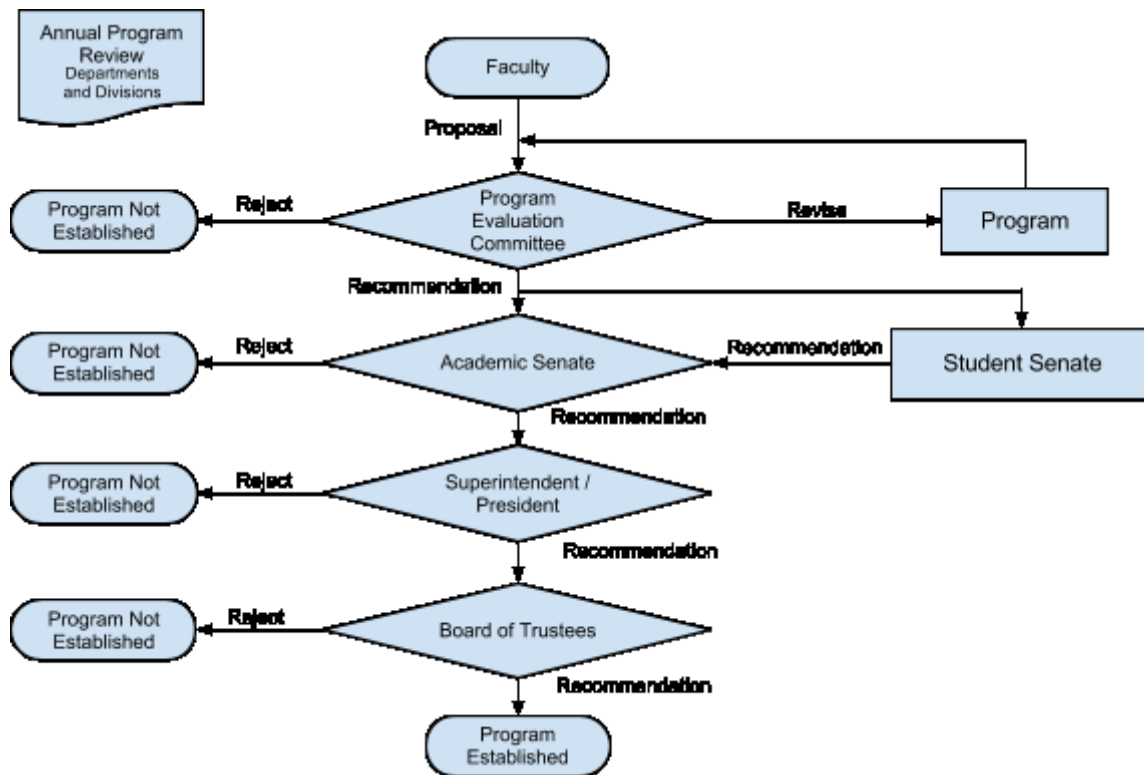


Figure AP 4160-1: Program Establishment Process

### Discontinuing Programs

The process is shown in Figure AP 4160-2. A written recommendation to discontinue a program can be made by the EVP or the Program Evaluation Committee (PEC) and will include at a minimum:

1. Reason(s) for discontinuance, including quantitative and qualitative program review data;
2. Previous strategies that have been employed to revitalize the program;
3. A comprehensive cost-benefit analysis that includes impacts on students, faculty, local industry, and other programs. Considerations include resources, space, and facilities;
4. Staffing issues (e.g. number of full-time faculty and classified staff, potential for reassignment);
5. Non-monetary impacts on the college (e.g. community and industry partnerships).



### **Program Evaluation Committee (PEC)**

PEC will evaluate the proposal using written criteria incorporating input from the campus community. There are three possible outcomes from the PEC evaluation process: Continuance, Modification, or Discontinuance.

- **Continuance** - The program remains in its current state.
- **Modification** - The program enters the modification process.
- **Discontinuance** - A recommendation is made to the Academic Senate to discontinue the program.

### **Student Senate**

The Associated Student Government of Santa Barbara City College's Student Senate will review the PEC recommendation for discontinuance. The collective decision of the Student Senate will be given to the Academic Senate through the Student Senate Liaison.

### **Academic Senate**

The Academic Senate will review the PEC recommendation for discontinuance and may elect to support or oppose the recommendation. In either case the PEC and Academic Senate recommendations advance to the Superintendent/President.

### **Superintendent/President**

The Superintendent/President will either approve or reject the proposal for discontinuance. Any recommendation for discontinuance will be forwarded to the Board of Trustees. If the Academic Senate disagrees with the Superintendent/President's recommendation, a separate Senate recommendation can be made directly to the Board of Trustees.

### **Board of Trustees**

The Board of Trustees will either approve or reject the proposal using a roll call vote.

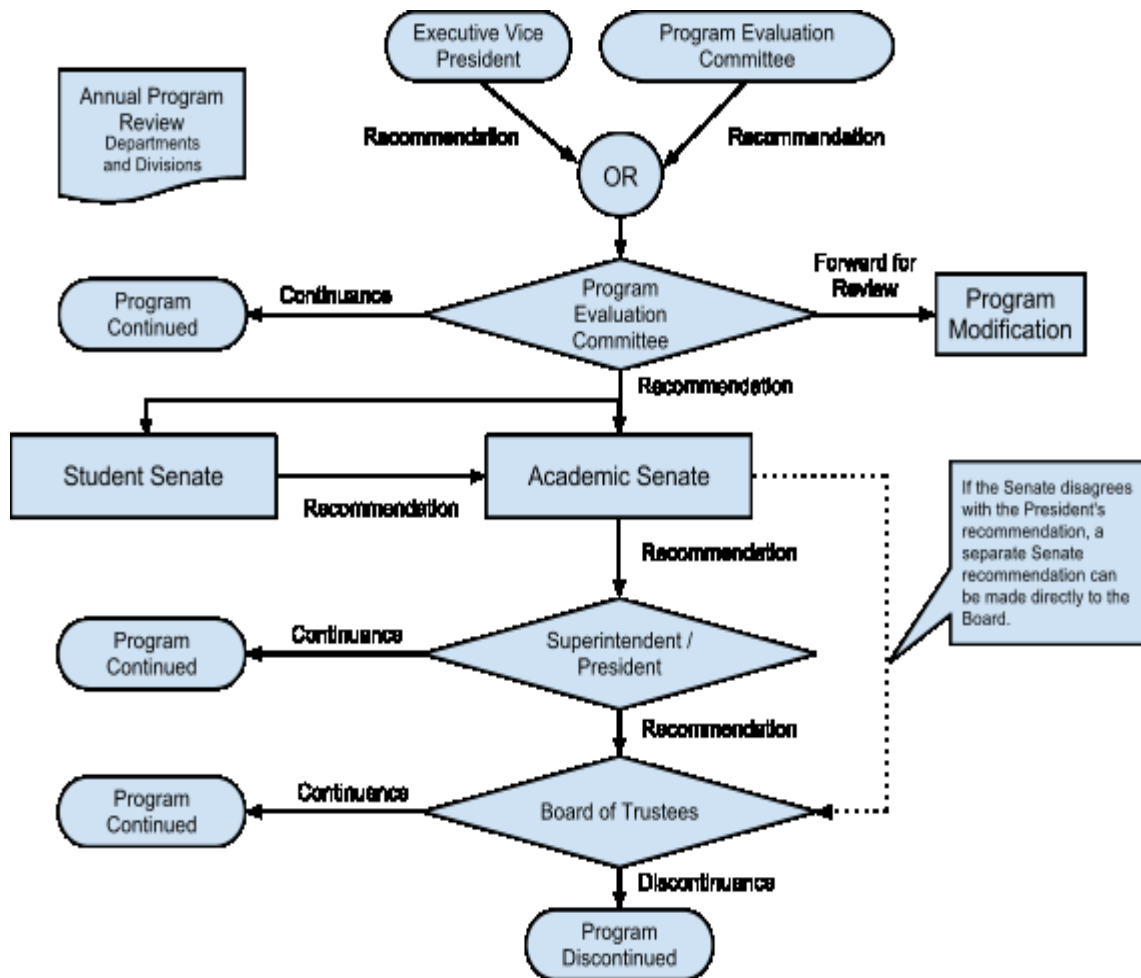


Figure AP 4160-2: Program Discontinuance Process

### Modifying Programs

Program modifications are substantive changes to programs. These changes include but are not limited to:

- mergers
- divisions
- changes that impinge on other programs
- major changes to resources, including staff, faculty, and facilities
- changes to program funding source

The process is shown in Figure AP 4160-3. A proposal for modification can originate from any of the following sources:

- EVP
- Program modification from Curriculum Advisory Committee
- Department recommendation from the program review process

A written recommendation to modify a program will include at a minimum:

1. Reason(s) for modification, including quantitative and qualitative program review data;
2. A comprehensive cost-benefit analysis that includes impacts on students, faculty, local industry, and other programs. Considerations include resources, space, and facilities;
3. Staffing issues (e.g. number of full-time faculty and classified staff, potential for reassignment);
4. Non-monetary impacts on the college (e.g. community and industry partnerships)

### Program Evaluation Committee

The Program Evaluation Committee will evaluate the proposal and determine if it meets the criteria for program modification. There are three possible outcomes from the PEC evaluation process: Forward for Review, Recommend Modification, or No Change.

- Forward for Review - The proposal is forwarded for review through the program establishment or program discontinuance processes.
- Recommend Modification - The proposal advances as submitted or revised.
- No Change - The program continues in its present form.

### Executive Vice President (EVP)

The EVP will evaluate the recommendation from the Program Evaluation Committee. There are two possible outcomes: modification approved or no change.

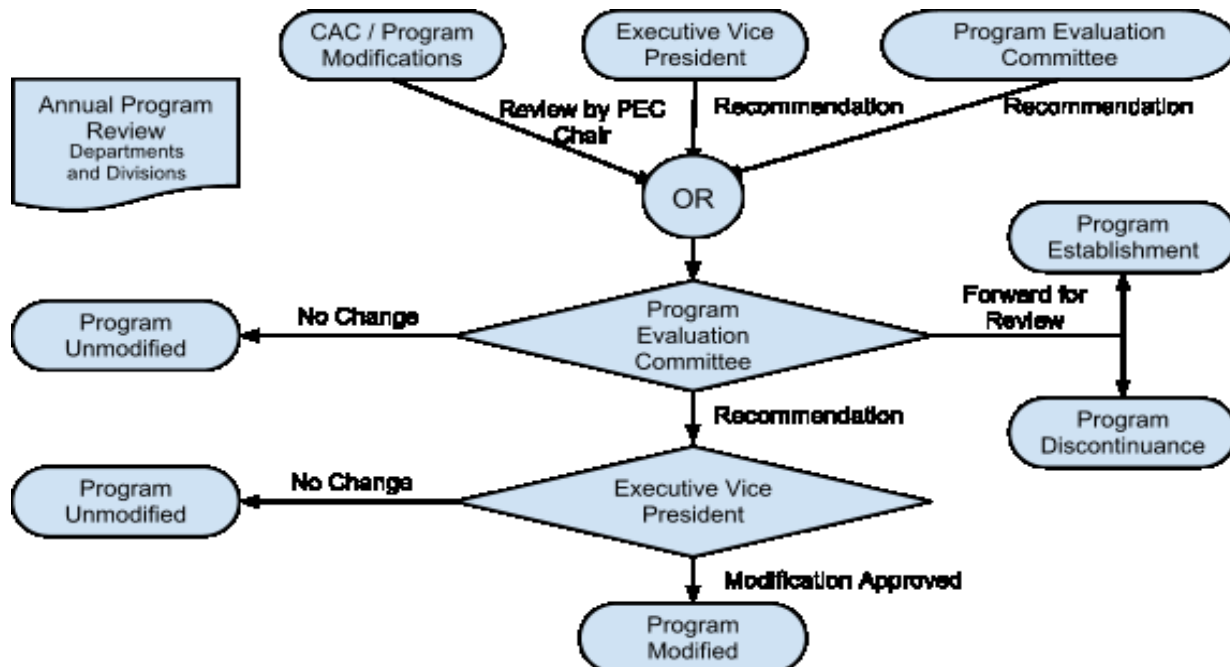


Figure AP 4160-3: Program Modification Process

**Date Approved: June 24, 2013**

*(This is a new procedure recommended by the Academic Senate)*