LOS ANGELES VALLEY COLLEGE

Request for Program/Major Discontinuance
Originating From the Discipline Where the Program Resides

Introduction:

It is a rare circumstance when a college seeks to discontinue one of its programs or majors. Each program/major represents a structured array of courses designed to prepare the student to attain a body of knowledge that leads to attainment of a job, paves the way for career advancement, or prepares him or her for further study at the baccalaureate level. Since the program/major's existence is of primary importance to the students who are seeking to complete the course of study, careful consideration needs to be given to every aspect of the impact on these students should the program/major be discontinued.

A program/major's discontinuance may impact faculty, staff, facilities, equipment, the college's ability to meet local job market demand, and the community at large. Every dimension of the decision to discontinue a program or major needs to be addressed so the college is fully informed about the significance of such a decision.

The Program/Major Discontinuance Process is in keeping with Title 5, CCR, 51022(a) and LACCD Board Rules Chapter 6, Article VIII, section 6803 Viability Review, which states: *"…each college shall, in consultation with the Academic Senate, develop procedures for initiating and conducting a viability review of 'educational programs'…"*

Use of this process is only for requests originating from the discipline where the program in question resides. For all other requests, see the Program Viability process.

Before a request to discontinue a program can be considered, a response to each of the following questions must be forwarded to the chair of the Program Effectiveness and Planning Committee and the chair of the Valley College Curriculum Committee.

Adopted: January, 2003
Modified: May, 2018

Program/Major recommended for discontinuance:
Major Code:
State Unique Code:
Department: **Chair:**

Date:

AA-T Consideration:

1. Is this program being discontinued in favor an existing AA-T (transfer degree)?

    a. If yes, briefly explain: 1) how those currently pursuing the program will be able to transition to earning the AA-T and 2) what efforts will be made to ensure those students can complete the AA-T without disruption to their graduation timelines.

Justification:

1. When and why was the program created (if known)?

2. Why are you recommending that the program/major be considered for discontinuance? Cite specific examples, such as changes in the labor market, in subject matter relevance, in transfer requirements, lack of student demand, etc.

3. How does the discontinuance of this program relate to the department's overall plans as discussed in the last comprehensive program review and previous annual plans? How does it relate to overall campus planning (e.g., the Educational Master Plan)?

4. What is the impact on the college's curricular offerings if this program/major is discontinued?

    a. Which courses are unique to this program?

    b. Will all of the courses in the program be eliminated?
    List each course that is part of the program and its status after program discontinuance.

    c. Are there other programs and/or majors offered by the college that require any of the **courses** proposed for elimination?
    List each course.

d. Are there other courses that this program and/or major requires that will be impacted if this program/major no longer exists?
List each course.

5. What is the program/major's enrollment pattern over the last five years? List the number of students enrolled in each of the last five years for each course unique to the program. [Use research information obtained from The Office of Institutional Effectiveness.]

6. How many students are actively seeking completion of the program or major?
A general definition of active student is one who has completed 12 or more units in the courses that are unique to the program or major within the last four semesters.
Provide a list of these students.

7. How will each of the students listed above be redirected or assisted in completing his or her studies?

8. Provide a timetable for phasing out the courses that are unique to the program or major. List each course and semester and indicate final offering date.

9. Describe the impact of phasing out the program or major in each of the following:

   a. Faculty: changes in assignment, reassigned or transferred

   b. Staff: changes in assignment, reassigned or transferred

   c. Facilities: changes in room utilization

   d. Equipment: no longer needed, transferred to other department, used for other purpose

10. Is there any other known impact that may occur should this program or major be discontinued?

   a. Is the college's mission and goals impacted by this change?

   b. Is the local community impacted in any way if this program no longer exists?

   c. What other colleges in the region offer this program?

d. Other issues unique to this situation?

PROCESS TO CONSIDER PROGRAM/MAJOR DISCONTINUANCE REQUESTS ORIGINATING FROM THE DISCIPLINE WHERE THE PROGRAM RESIDES

1. The discipline where the program resides shall prepare a written response to all questions included in the Program Discontinuance Process—see above.

2. The department chair shall forward a copy of the written response to the chair of the Program Effectiveness and Planning Committee (PEPC).

3. The chair of PEPC will send notice to the Vice-President of Academic Affairs and all instructional department chairs of the proposed action.

4. The chair of PEPC will forward the motion to the Valley College Curriculum Committee (VCCC) for input. The VCCC and PEPC shall place this request on their respective agendas as soon as practicable. The VCCC will report its recommendation back to PEPC.

5. PEPC shall seek direct input from the discipline and the Vice President of Academic Affairs or his or her designee regarding the request to discontinue the program.

6. After applying the criteria to the discipline's request, PEPC shall make a formal recommendation to the Academic Senate. It shall forward all documentation provided by the discipline.

7. The Academic Senate shall review the recommendation of PEPC and make a recommendation to the college president regarding the department's request to discontinue a program. All documentation shall be provided to the president along with the recommendation.

8. The College President shall make known to the college community through a formal announcement at an Institutional Effectiveness Council meeting and via written communication to the requesting discipline, PEPC, the Academic Senate President and the Vice President of Academic Affairs the acceptance or denial of the program discontinuance request. Should the president's decision depart from the recommendation of the Academic Senate, a written response for the basis of the decision will also be provided.

Signature Page for

Request for Program/Major Discontinuance

Title of Program: _____

Major Code:_____ State Unique Code:_____

Name (Please print)	**Signature**	**Date**
_____	_____	_____
Chair, Valley College Curriculum Committee		
_____	_____	_____
Chair, Program Effectiveness & Planning Committee		
_____	_____	_____
President, Academic Senate		
_____	_____	_____
College President		

□ Copy sent from PEPC to the Administrative Aide (Curriculum Specialist) for documentation signatures and Board Approval

Notification To:

Name (Please print)	**Signature**	**Date**
_____	_____	_____
Chair, Requesting Department		
_____	_____	_____
Area Dean		
_____	_____	_____
VP, Academic Affairs		

Sent To LACCD for Approval by Board of Trustees:

Sent To:_____ Date:_____

Date of Board Approval: _____

□ Copy of Board Approval on file

DISCIPLINE APPROVAL

Discipline: _____ Date: _____

This proposal has been approved by a two–thirds vote of the Discipline. If a faculty member teaches in more than one discipline, he/she can sign only for a discipline for which they teach the majority of their load at the time of the vote.

Name (Please print)	**Signature**	**Date**
Discipline Faculty		
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