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: Skills Certificate in Biotechnology/Biomanufacturing
Major Code: 043000
State Unique Code:
Department: Biology **Chair: S. Huang**

Date: 8/22/2018

AA-T Consideration:

1. Is this program being discontinued in favor an existing AA-T (transfer degree)?
   No

   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)? The Certificate was created in support of a US Department of Labor TAACCC Grant funded in November 2012. The Biotechnology/Biomanufactuirng Skills Certificate was developed through the partnership of Workforce Development and the Biology Department to develop and align the workforce needs of local, regional and national employers in the biosciences industry. Job Training/Workforce Development worked closely with local biomanufacturing companies offering Bridge Programs for job training with contextualized training content for potential employees. One of the outcomes of the grant was to develop biomanufacturing and laboratory credit courses. The purpose of the courses and certificate was twofold: 1. Training of Veterans, TAA workers and displaced workers for a career in biomanufacturing and 2. Re-training or enhancing the education of biomanufactruing employees so that they may advance within their prospective companies.

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.
   The Certificate Program was developed in support of a Department of Labor Grant which has ended, therefore the funding needed to continue offering the classes is not available. There has been interest in the course offerings but upon consideration of the expense of running laboratory classes, those interested have opted to only offer one class of the program that does not require the laboratory option. During the program offering, students were able to obtain employment without the completion of the certificate, which lowered the student demand for the Certificate courses. Only two cohorts of students completed the Certificate classes during the grant funding period. If the Program were to continue, additional FTEF would need to be granted. Additionally, faculty would also need

to be hired as the program is highly specialized and currently the faculty qualified to teach these certificate courses is limited within the department. Laboratory Technician support needed to operate the classes successfully would also place a strain on existing staff as the Department is currently trying to fill two Laboratory Technician positions.

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)? Due to low enrollment and demand of the laboratory courses in the Certificate Program, it was noted in the Biology Department's Program Review and Annual Plan the need to archive the classes that were no longer being offered. One of the Certificate classes Biotech 1: Fundamentals of Biotechnology has been and is currently offered in partnership with Workforce Development. This class is for the Biomanufacturing Workshops in conjunction with industry employment opportunities and therefore will continue to be offered. Discontinuance of this program relates to overall campus planning in the educational Master Plan based on enrollment data. The demand for the certificate courses outside of the Workforce Development program is low.

4. What is the impact on the college's curricular offerings if this program/major is discontinued?
The Biotechnology/Biomanufacturing Skills Certificate will no longer be available.

   a. Which courses are unique to this program?
   Biotech 1- Fundamentals of Biotechnology- To continue as funded by Workforce Development/Job Training.
   Biotech 2 - Biotechnology I-discontinued
   Biotech 3 - Biotechnology II- discontinued
   Biotech 4 - Biotechnology III- discontinued
   Biotech 5 - Biotechnology: Environmental Control- discontinued
   Biotech 6 - Biotechnology: Quality Control - discontinued

   b. Will all of the courses in the program be eliminated? No
   List each course that is part of the program and its status after program discontinuance.
   Biotech 1- Fundamentals of Biotechnology- To continue being offered as funded by Workforce Development/Job Training.
   Biotech 2 - Biotechnology I-discontinued
   Biotech 3 - Biotechnology II- discontinued
   Biotech 4 - Biotechnology III- discontinued
   Biotech 5 - Biotechnology: Environmental Control- discontinued
   Biotech 6 - Biotechnology: Quality Control - discontinued

   c. Are there other programs and/or majors offered by the college that require any of the **courses** proposed for elimination? No

List each course.
NA

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

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.]
Data given is during the grant funded period when the classes were offered for a Certificate. Two cohorts of students completed the Certificate Program half of which were participants recruited through Workforce Development the other portion of participants were recruited through CTE partnership with Reseda High School. With only one student not from either of the two groups. Subsequently only Biotech 1 has been offered through Workforce Development as a part of their employment training workshop since that time.

See the Table Below for enrollment trends for the Biotechnology/Biomanufacturing Skills Certificate.

Term of Class Offering	Class	Number of Students Enrolled
Fall 2014	Biotech 1	14
	Biotech 6	12
Winter 2015	Biotech 2	7
Spring 2015	Biotech 5	10
	Biotech 6	19
Summer 2015	Biotech 1	13
	Biotech 2	12
	Biotech 3	6
Fall 2015	Biotech 2	8
	Biotech 2	8
	Biotech 5	16
Winter 2016	Biotech 3	16

6. How many students are actively seeking completion of the program or major? None
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.
No students are currently actively seeking completion of the program or major.

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

NA

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.

   Biotech 2 - Biotechnology I- No longer offered
   Biotech 3 - Biotechnology II- No longer offered
   Biotech 4 - Biotechnology III- No longer offered
   Biotech 5 - Biotechnology: Environmental Control- No longer offered
   Biotech 6 - Biotechnology: Quality Control – No longer offered

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

   a. Faculty: changes in assignment, reassigned or transferred
      No impact- faculty taught Certificate classes as part of additional hourly assignment.

   b. Staff: changes in assignment, reassigned or transferred
      No impact

   c. Facilities: changes in room utilization
      No impact

   d. Equipment: no longer needed, transferred to other department, used for other purpose
      Equipment purchased from the grant will be used by the Biology Department for special projects and programs such as Job Training/Workforce Development Workshops and undergraduate student research (CSUN BUILD Poder)

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?
       No

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

    c. What other colleges in the region offer this program?
       LA Trade Tech, Pasadena Community College, LA Mission College

    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: **Skills Certificate in Biotechnology/Biomanufacturing**

Major Code:____043000_____ 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: **Biology** 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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