I. Policy:

Napa Valley College’s Program Discontinuance Policy complies with current regulations and statutes (Title 5, Section 55130, Approval of Credit Programs; title 5, Section 51022, Instructional Programs; Education code, Section 78016) and is separate and distinct from Program Review. Results from Program Review could trigger an examination of program continuance.

II. Administrative Regulations:

A. Philosophy:

Napa Valley College is committed to providing programs that address the needs of the community and that are consistent with the college’s Educational Master Plan. This policy is based on the guiding principles that:

1. Local academic senates shall be actively involved in program continuance since it is an academic and professional matter; and
2. Considerations of program continuance are distinct from program review, which is a separate policy intended to identify strengths and weaknesses and to discover how program faculty and the district can make program improvements.

B. Procedures:

1. In considering program continuance, quantitative and qualitative factors shall be examined, including, but not limited to:
   
   a. Effect on students
   b. Quality, breadth, and depth of curriculum
   c. Enrollment trends
   d. Financial feasibility
   e. WSCH generation
   f. Consistency with master plan and college mission
   g. Regional coordination for occupational programs
   h. Student completion rates (degrees, certificates, transfer)
   i. Retention and/or persistence rates
   j. Student satisfaction
   k. Labor market trends (state and local)
   l. Input from business and industry for occupational programs
m. Advisory Committee recommendations
n. Availability of the transfer major
o. Input from articulating universities for transfer programs
p. Recruitment and retention of qualified faculty

2. Following a program review which identified strategies to improve a program, faculty have two years to implement changes for improvement in the areas identified in the program review. If progress towards meeting goals set in program review is not attained during this two-year time frame, a Program Continuance Review may be implemented the subsequent semester.

3. The Vice President of Instruction (VPI) shall notify the President of the Academic Senate of the need to form a Program Continuance Review Committee (PCRC). The membership of this committee will include the President-elect or President of the Academic Senate, the affected faculty as determined by the Academic Senate, the Division Dean/Chairperson, the VPI or designee, the Institutional Researcher, and one additional faculty member chosen by the Academic Senate from outside the affected division. The PCRC will supervise a study, using quantitative and qualitative factors that are pertinent to the program. The charge of the Program Continuance Review Committee is to make a recommendation to continue or discontinue the program. This committee will hold meetings with provision for public comment and will have a first and second reading of action items.

Exception: the district may suspend a program if there is mutual agreement with the Academic Senate, with the understanding that faculty and students would not be adversely affected. Under such circumstances, a Program Continuance Review could be conducted without being triggered by Program Review and would be completed by February 1 of the academic year for planning purposes.

4. If it is determined by the PCRC that the program should be discontinued, there will also be a recommendation for a phase-out period to ensure that all students in the program have the opportunity to complete the program and that affected faculty are notified of their retraining opportunities pursuant to Article 20 of the Faculty/District Agreement. These recommendations will then be forwarded to the President for approval. The President will present the recommendation to the Board of Trustees for approval.

5. If extreme financial hardship is declared by the District, Steps 2 and 3 will be condensed to start no later than October 1 of an academic year and must be completed by February 1 of the same academic year in order to make a recommendation to the Board of Trustees in advance of the March 15 statutory requirement for potential faculty lay-offs.

6. In the event of program discontinuance, affected faculty shall have the right to retraining, pursuant to Article 20 of the Faculty/District Agreement.