



Office of Academic Affairs

PROGRAM DISCONTINUANCE/ARCHIVAL REVIEW WORKGROUP

Program Name: _____

Date: _____

Definitions:

Program Discontinuance typically refers to discontinuance of a department. Program Discontinuance is initiated by the District based on specific trigger mechanisms and must adhere to all necessary and appropriate procedures and timelines as described in AP 4024. One part of the procedure is the convening of the Program Discontinuance Review Workgroup (PDRW), made up of the following members (yellow highlighted parts represent modifications):

- A. the President, President-elect of the Academic Senate or designee appointed by the AS President;
- B. the affected faculty, as determined by the Academic Senate President;
- C. the Division Dean;
- D. the Faculty Chair (if applicable);
- E. the Vice President of Academic Affairs;
- F. the Vice President of Research, Planning and Institutional Effectiveness (or designee);
- G. the Articulation Officer;
- H. the Curriculum Committee Faculty Co-Chair;
- I. (optionally) one additional faculty member from outside the affected division appointed by the Academic Senate President.

The PDRW has the charge to make a recommendation on possible program discontinuance based on quantitative and qualitative factors pertinent to the program in question (as outlined in AP 4024), which includes potential impact on students. The PDRW shall hold meetings that include provision for public comment and presentations of a first and second reading of action items. The PDRW shall provide all affected and interested persons with meeting agendas at least 72 hours in advance. The recommendation of the PDRW will be brought to the Curriculum Committee to be approved for recommendation to the Academic Senate, and from there may go to Mutual Agreement (if the vote of the AS and the PDRW do not agree) or to the BOT if the AS and PDRW are in agreement.

*

Program Archival refers to the discontinuation of a specific degree or certificate within a department or program. Program Archival is initiated by the Program Coordinator or full-time program faculty or, if there is no Program Coordinator or full-time program faculty, by the Faculty Chair. Program Archival is initiated using the curriculum management system (CourseLeaf CIM). Faculty are required to complete a questionnaire prior to submission of the archival proposal that will determine impacts on other programs and courses to ensure they get modified and that these modifications go through curriculum review and are implemented simultaneously with the program archival. Once this impact report is completed, the Program Archival proposal may be submitted. Its submission triggers convening of the Program Archival Review Workgroup (PARW), which has the charge to review the potential impact of archiving the degree or certificate on students based on quantitative and qualitative factors pertinent to the program in question. The PARW is made up of the following members:

- A. the President, President-elect of the Academic Senate or designee appointed by the AS President;
- B. the affected faculty, as determined by the Academic Senate President;
- C. the Division Dean;
- D. the Faculty Chair (if applicable);
- E. the Vice President of Academic Affairs;
- F. the Articulation Officer (for credit programs);
- G. the Curriculum Committee Faculty Co-Chair;
- J. (optionally) the Vice President of Research, Planning and Institutional Effectiveness (or designee);
- H. (optionally) one additional faculty member from outside the affected division appointed by the Academic Senate President.



Office of Academic Affairs

PROGRAM ARCHIVAL WORKGROUP

Program Name: _____

Date: _____

Name of the program to be archived
Type of program
Rationale for archival
List of all courses included in the program
Impact on courses in the program
Impact on other programs
Proposed timeline and conditions for archival

Will the archival affect any FT faculty positions?
How will this archival impact current students?
Does the workgroup support archival of this program?
What is the timeline for archival?
What, if any, actions are necessary prior to the archival in order to mitigate the impacts on students, courses, other programs?

PROGRAM DISCONTINUANCE

Philosophy: Consistent with Napa Valley College's Educational Master Plan dedicated to providing programs that meet the needs of the community, AR 4021 Program Discontinuance is based on the following guiding principles.

- a. As an academic and professional matter, Program Discontinuance shall be subject to the local Academic Senate's active, continuous review and revision of the rules, regulations and procedures.
- b. In accordance with the principles of Shared Governance the President/Superintendent shall ensure that administrative regulations defining Program Discontinuance comply with Title 5 regulations.
- c. Considerations of Program Discontinuance are distinct from Program Review.

Trigger Mechanisms: The Program Discontinuance process can be triggered in the following ways:

- a. The District may bring a request to initiate the Program Discontinuance process to Mutual Agreement.
- b. The District may initiate the Program Discontinuance process if areas of deficiency or concern are identified in a Program Review and the program is unable to resolve the deficiencies within two years.
- c. The District may initiate the Program Discontinuance process if extreme financial hardship is declared by the Board of Trustees. In such cases the process shall start no later than October 1 and must be completed by the following February 1 in order to make a recommendation to the Board of Trustees in advance of the March 15 statutory requirements pertaining to potential faculty layoffs.
- d. The District may initiate the Program Discontinuance process following the 2-year cycle for CTE program if it is determined that the program does not meet labor market demand/needs or does not demonstrate effectiveness, as indicated in the CTE Division report submitted to the Board of Trustees every two years.
- e. The District may initiate the Program Discontinuance process upon agreement with and consent from the Academic Senate in the case that faculty and students would not be adversely affected. Under such circumstances, the process would be completed by February 1.

Program Discontinuance Review Workgroup Formation: The Vice President of Academic Affairs shall notify the President of the Academic Senate of the need to form a Program Discontinuance Review Workgroup (hereinafter PDRW). The membership of this committee shall include:

- a. the President or President-elect of the Academic Senate;
- b. the affected faculty, as determined by the Academic Senate President;
- c. the Division Dean;
- d. the Division Chair (if applicable);
- e. the Vice President of Academic Affairs;
- f. the Dean of Research, Planning and Institutional Effectiveness; and
- g. one additional faculty member from outside the affected division appointed by the Academic Senate President.

PDRW Charge: The PDRW will supervise a study using quantitative and qualitative factors pertinent to the program in question. The charge of the PDRW is to make a recommendation on possible program discontinuance. The PDRW shall hold meetings that include provision for public comment and presentations of a first and second reading of action items. The PDRW shall provide all affected and interested persons with meeting agendas at least 72 hours in advance.

Procedures: In considering Program Discontinuance quantitative and qualitative factors shall be examined, including, but not limited to:

1.
 - a. effect on students;
 - b. quality, breadth, and depth of curriculum;
 - c. enrollment trends;
 - d. financial feasibility;
 - e. program efficiency and productivity data;
 - f. consistency with Education 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.

If the PDRW recommends a program for discontinuance, they shall also provide a written recommendation to the Board of Trustees 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 the Napa Valley College Collective Bargaining Agreement of the Faculty Association. Recommendations of the PDRW shall be forwarded to the President for approval. The President shall present to the Napa Valley College Board of Trustees.

In the event of program discontinuance, affected faculty shall have the right to retraining pursuant to the Napa Valley College Collective Bargaining Agreement of the Faculty Association.