

APC: Academic Program Discontinuance

Notes from APC:

- We currently do not have a policy on Program Discontinuance / Suspension and this policy will comply with coded memo AAP 91-14.
- This policy was crafted based on the existing policies of CSU Channel Islands, Long Beach and San Francisco, but taking into account that we have UCC and BLP reviewing program proposals.
- This policy takes care of discontinuation of an academic degree program, option, track, etc. and is not meant to cover re-organization or elimination of units within Academic Affairs.
- Discussion about layoffs cannot be mentioned in this document.

Definition: This policy provides categories of decision variables and a set of processes and procedures to be used in recommending the discontinuation or enrollment suspension of academic programs at California State University San Marcos (CSUSM).

Scope: All CSUSM academic programs

Authority: The President of the University and Coded Memo AAP 91-14

I. PREAMBLE

This policy provides categories of decision variables and a set of processes and procedures to be used in recommending the discontinuation of academic programs at California State University San Marcos (CSUSM). This policy does not address re-organization or elimination of organizational units within Academic Affairs. Academic programs covered by this policy include:

- undergraduate and graduate degree programs;
- concentrations, tracks and options;
- minors;
- certificate programs (including Extended Learning) for credit; and
- credential programs.

Should it be necessary to consider the discontinuation of an academic program, a determination will be based upon a thorough review of the following categories of decision variables:

- the importance of the program to the University's mission as articulated in the approved mission statement;
- the quality of the program; ~~and~~
- the efficiency (cost effectiveness); and
- the viability (demand) of the program.

In considering a decision to discontinue a program, no one category should necessarily be deemed more crucial than any other, nor, likewise, its deficiency, or low rating, in any one category necessarily sufficient for program discontinuance. A decision to discontinue a program should not be based solely on quantitative measures, but on a holistic assessment of the program in terms of all the decision variables, within a process that is broadly consultative and collegial.

II. DECISION VARIABLES

A. Importance to the institution

1. To what extent the program promotes the mission of the University.
2. To what extent the program is central to the curriculum of a department, a ~~college~~college/school/school or the University.

53 3. To what extent the program contributes to a balanced curriculum.

54 ~~3.~~

55 B. Quality of the program

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57 To what extent the quality of the program justifies continuance in its present form. The
58 variables for evaluating program quality include but are not limited to:

- 59 1. demonstrated ability of the faculty to offer and maintain a current and rigorous
60 curriculum;
61 2. access to resources adequate to develop the sufficient breadth, depth and coherence of the
62 program;
63 3. demonstrated ability to attract and retain well-qualified faculty;
64 4. the quality of the program's faculty as demonstrated by participation in appropriate
65 scholarly, creative and/or professional activity; and
66 5. to what extent the program's excellence and standing in its discipline enhances the
67 reputation of the University.

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69 C. Efficiency (cost effectiveness) and viability of the program

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71 To what extent the program is cost-effective relative to disciplinary norms and compared to
72 similar programs at comparable institutions. The measurements presented for the specific
73 program shall include:

- 74 1. student-faculty ratio;
75 2. total cost per FTEF;
76 3. the total cost per FTES;
77 4. potential for external funding and support; and
78 5. other discipline specific variables.

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80 D. Viability (demand) of the program

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82 To what extent the present and projected demand for the program is sufficient. Demand for
83 the program may be measured by one or more of the following:

- 84 1. the number of completed applications for admission;
85 2. the FTES generated in lower division, upper division, and/or graduate level courses;
86 3. the number of students who completed the program;
87 4. the anticipated need for graduates of the program.

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89 III. PROCESS AND PROCEDURE

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91 The process for discontinuance is similar to the process for the creation of programs. This
92 process involves program faculty, program/department chair (or equivalent), the dean of the
93 college/college/school housing the program, the Provost, the Academic Senate, and the President
94 of the university-University (or designee). This process for reviewing program discontinuance
95 shall be completed within one calendar year from the initial recommendation. The Ad-Hoc
96 Program Discontinuation Review Committee shall submit its recommendation within eight
97 months after the intial recommendation. The Senate vote and President's decision on program
98 discontinuance shall be completed within ~~six~~four months after the Ad-Hoc Program
99 Discontinuation Review Committee's recommendation.

100
101 A. Initiation of program discontinuance

102 A recommendation to consider program discontinuance may be made by any of the
103 following parties:

- 104 1. the chair of the program (or equivalent) with the written approval of a majority of the
105 tenured/tenure-track faculty in the program;

2. the dean of the ~~col~~lege/school (or equivalent administrator) housing the program;
3. the Provost;
4. ~~the President~~; or
5. a majority vote of the Program Assessment Committee.

Each recommendation must be accompanied by documentation that indicates specific reasons for discontinuance based on the decision variables listed above. A recommendation to discontinue a program should not be based solely on quantitative measures, but on a holistic assessment of the program in terms of all the decision variables. Each recommendation shall include information regarding the potential effect on the future employment status of the faculty and staff in the program.

The recommendation shall be submitted in writing to the chair of the Academic Senate. The chair of the Academic Senate shall inform the following parties within 7 calendar days of the receipt of the recommendation:

1. all tenured and tenure-track faculty who teach in the program;
2. the dean of the ~~col~~lege/school (or equivalent administrator) housing the program;
3. the Provost;
4. the Academic Senate; and
5. the students of the affected program (via ASI student representative and chair of department).

“Calendar days” exclude the summer break and the breaks between semesters wherever the term is used in this document.

If, within 14 calendar days of receipt of this recommendation, none of the individuals or parties listed in 1. through 5. above has objected to the proposed discontinuance in writing to the Provost and the chair of the Academic Senate, a recommendation for discontinuance will be sent to the President.

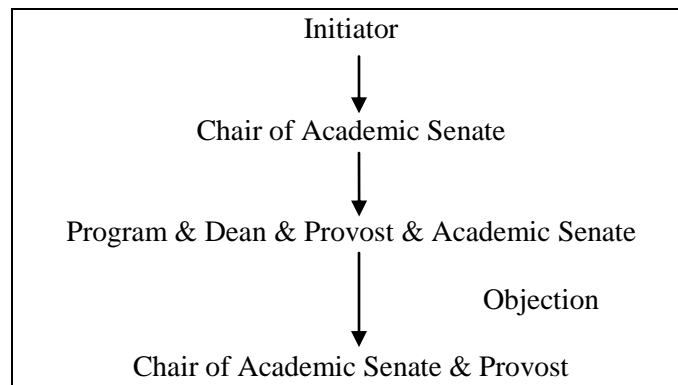


Figure 1. Initiation of Program Discontinuance

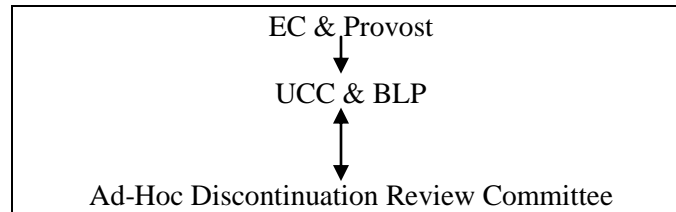
If, within 14 calendar days of receipt of this recommendation, a written objection is submitted by one or more of the individuals or parties listed in 1. through 5e. above to the Provost and the chair of the Academic Senate, the following procedure shall be followed prior to submission of program discontinuance recommendation to the President.

B. Review of the recommendation

Within 14 calendar days of receipt of the letter objecting to a proposed program discontinuance from one of the parties listed above, the Senate Executive Committee in consultation with the Provost shall request that the University Curriculum Committee (UCC)

159 and the Budget and Long-Range Planning committee (BLP) form an **Ad-Hoc Program**
160 **Discontinuation Review Committee** to conduct a special program review focused on issues
161 related to potential discontinuance. The committee shall include:

- 162 1. the chair (or designee) of UCC,
- 163 2. the chair (or designee) of BLP,
- 164 3. one faculty member from the affected program,
- 165 4. the chair (or equivalent) of the affected program, and
- 166 5. the dean of the college/school which houses the program.



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175 **Figure 2. Review Process**
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177 The committee is responsible for deciding to what extent to involve appropriate
178 constituencies such as additional program faculty, library liaisons, AVP Academic
179 Programs, Dean of Graduate Studies (if applicable), IITS representative, and representative
180 students of the program, etc.

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182 The Ad Hoc Discontinuation Review Committee shall evaluate the recommendation to
183 discontinue a program by collecting necessary data and supporting documentation from:

- 184 • program review(s), and
- 185 • an external review or accreditation review, as well as
- 186 • other sources deemed appropriate.

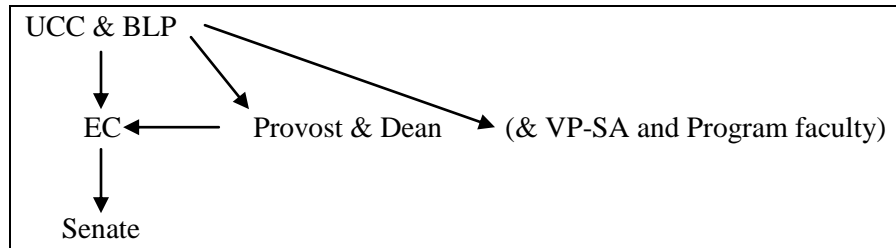
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189 Again, a recommendation to discontinue a program should not be based solely on
190 quantitative measures, but on a holistic assessment of the program in terms of all the
191 decision variables.

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193 At the end of the review, the Ad Hoc Discontinuation Review Committee shall report in
194 writing its findings, recommendation, and rationale to UCC and BLP. The Committee may
195 recommend that the program be (a) discontinued; (b) discontinued unless specified
196 conditions can be met; (c) suspended (i.e., suspend new enrollment); (d) continued; (e)
197 limited in size; (f) offered in whole or in part only through Extended Learning; (g) combined
198 with another program; or (h) offered jointly with one or more CSU campuses. The
199 Committee may make other recommendations as appropriate.

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201 When UCC and BLP have reviewed the report for completeness, they shall forward it to the
202 following parties:

- 203 • the Executive Committee of the Academic Senate
 - 204 • the dean of the affected college/school
 - 205 • the Provost
 - 206 • the Vice President of Student Affairs (for information only)
 - 207 • the faculty of the affected program (for information only)
 - 208 • the Dean of the Library (for information only)
 - 209 • the Dean of Graduate Studies (if applicable)
- 210

211 The dean and the Provost may submit their recommendations to the Executive Committee of
212 the Academic Senate.
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221 **Figure 3. Commenting on the Review Report**
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223 The Executive Committee of the Academic Senate shall collect the individual
224 recommendations from the Ad-Hoc Discontinuation Review Committee, the dean, and the
225 Provost, and shall prepare a summary and a motion to be distributed to the Senate along with
226 the individual recommendations.
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228 The Executive Committee shall forward the motion to the Senate for appropriate action.
229 The dean, faculty, and students of the affected program shall be invited to attend the Senate
230 meetings when the Ad-Hoc Discontinuation Review Committee report is presented. The Ad-
231 Hoc Discontinuation Review Committee recommendation and Senate action on program
232 discontinuance shall then go to the President for review.
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234 IV. SAFEGUARDS FOR STUDENTS 235

236 If a program is to be discontinued, procedures shall be set up by the program to enable students to
237 complete their course of study at CSUSM. The procedures shall include:

- 238 • preparation of an official list of students enrolled in the program;
 - 239 • establishment of a cut-off date for students to declare the major;
 - 240 • a tentative plan of course offerings for completion of the program;
 - 241 • the date by which program requirements must be met;
 - 242 • notification to all students on the list of the following alternatives:
 - 243 ○ other programs offered by the university to which the student may wish to transfer;
 - 244 ○ similar programs offered by nearby institutions for appropriate course substitutions.
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246 V. SAFEGUARDS FOR FACULTY AND STAFF 247

248 Safeguards for faculty and staff are contained within the appropriate collective bargaining
249 agreement memoranda of understanding between the Board of Trustees and the exclusive
250 bargaining agents.
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252 VI. PROCEDURE FOR ENROLLMENT SUSPENSION AND REINSTATEMENT¹ 253

254 From time to time it may become necessary for new enrollment in an academic program to be
255 temporarily suspended, due to either a lack of qualified faculty or a reduction in the budget.
256 Enrollment suspension of a program is proposed and approved in accordance with section B of
257 this policy.
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¹ This section supersedes the section on Voluntary Inactivation of Programs of Study in the Inactive Course Policy and Procedure (1999-2000).

259 | Reinstatement of a suspended program must be proposed by the appropriate program/department
260 | chair (or equivalent) in consultation with the college/school dean. The ~~dean's~~ proposal
261 | shall explain in detail the changes in staffing or funding that makes reinstatement possible.
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263 | In cases where the program has been suspended for two years or less, the Provost, if satisfied that
264 | sufficient faculty and budget are available to offer the program successfully, may approve the
265 | proposal for reinstatement by notifying the Academic Senate of the action that has been taken.
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267 | Dean —————> Provost

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269 | In cases where the program has been suspended for more than two years, the Provost will refer
270 | the proposal for reinstatement to the Academic Senate for review and recommendation by the full
271 | Senate. In all cases, reinstatement requires final approval by the Provost.
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273 | Dean ——> Provost ——> Senate

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275 | VII. DISCONTINUED AND SUSPENDED PROGRAM ARCHIVE

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277 | All materials necessary for potential reinstatement of a suspended or discontinued program shall
278 | be forwarded to the appropriate CSUSM institutional repository.