

1 **APC: Academic Program Discontinuance**

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3 *EC comments on 3/10/10*

- 4 **1. Include the Chair of PAC on the ad hoc committee**
- 5 **2. Make sure a designee is chosen of UBC/BLP/PAC chair is part of the affected program**
- 6 **3. Why include the faculty of the affected program in ad hoc committee? They cannot be objective.**

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8 *Notes from APC:*

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

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

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21 **Scope:** All CSUSM academic programs

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

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25 **I. PREAMBLE**

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

- 31 • undergraduate and graduate degree programs;
- 32 • concentrations, tracks and options;
- 33 • minors;
- 34 • certificate programs (including Extended Learning) for credit; and
- 35 • credential programs.

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

- 39 • the importance of the program to the University’s mission as articulated in the approved
40 mission statement;
- 41 • the quality of the program;
- 42 • the efficiency (cost effectiveness); and
- 43 • the viability (demand) of the program.

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

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51 **II. DECISION VARIABLES**

- 53 A. Importance to the institution
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55 1. To what extent the program promotes the mission of the University.
56 2. To what extent the program is central to the curriculum of a department, a college/school
57 or the University.
58 3. To what extent the program contributes to a balanced curriculum.
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- 60 B. Quality of the program
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62 To what extent the quality of the program justifies continuance in its present form. The
63 variables for evaluating program quality include but are not limited to:
64 1. demonstrated ability of the faculty to offer and maintain a current and rigorous
65 curriculum;
66 2. access to resources adequate to develop the sufficient breadth, depth and coherence of the
67 program;
68 3. demonstrated ability to attract and retain well-qualified faculty;
69 4. the quality of the program's faculty as demonstrated by participation in appropriate
70 scholarly, creative and/or professional activity; and
71 5. to what extent the program's excellence and standing in its discipline enhances the
72 reputation of the University.
73

- 74 C. Efficiency (cost effectiveness) of the program
75
76 To what extent the program is cost-effective relative to disciplinary norms and compared to
77 similar programs at comparable institutions. The measurements presented for the specific
78 program shall include:
79 1. student-faculty ratio;
80 2. total cost per FTEF;
81 3. the total cost per FTES;
82 4. potential for external funding and support; and
83 5. other discipline specific variables.
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- 85 D. Viability (demand) of the program
86
87 To what extent the present and projected demand for the program is sufficient. Demand for
88 the program may be measured by one or more of the following:
89 1. the number of completed applications for admission;
90 2. the FTES generated in lower division, upper division, and/or graduate level courses;
91 3. the number of students who completed the program;
92 4. the anticipated need for graduates of the program.
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94 III. PROCESS AND PROCEDURE 95

96 The process for discontinuance is similar to the process for the creation of programs. This
97 process involves program faculty, program/department chair (or equivalent), the dean of the
98 college/school housing the program, the Provost, the Academic Senate, and the President of the
99 University (or designee). This process for reviewing program discontinuance shall be completed
100 as follows. The Ad-Hoc Program Discontinuation Review Committee shall submit its
101 recommendation within eight months after the initial recommendation excluding the summer
102 months. The Senate vote and President's decision on program discontinuance shall be completed
103 within four months after the Ad-Hoc Program Discontinuation Review Committee's
104 recommendation excluding the summer months.
105

- 106 A. Initiation of program discontinuance
 107 A recommendation to consider program discontinuance may be made by any of the
 108 following parties:
 109 1. the chair of the program (or equivalent) with the written approval of a majority of the
 110 tenured/tenure-track faculty in the program;
 111 2. the dean of the college/school (or equivalent administrator) housing the program;
 112 3. the Provost;
 113 4. or
 114 5. the Program Assessment Committee (PAC).
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116 Each recommendation must be accompanied by documentation that indicates specific
 117 reasons for discontinuance based on the decision variables listed above. A recommendation
 118 to discontinue a program should not be based solely on quantitative measures, but on a
 119 holistic assessment of the program in terms of all the decision variables.

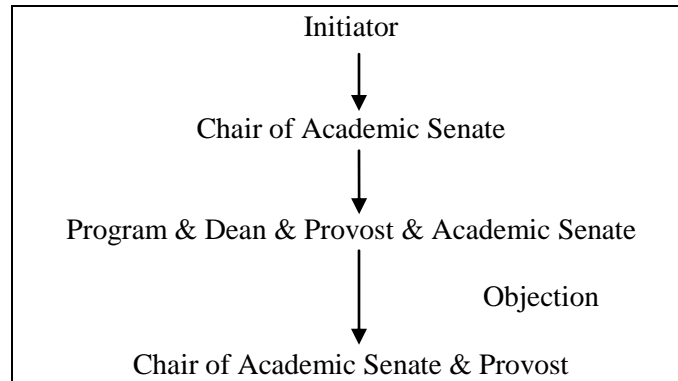
120 Each recommendation shall include information regarding the potential effect on the future
 121 employment status of the faculty and staff in the program.
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123 The recommendation shall be submitted in writing to the chair of the Academic Senate. The
 124 chair of the Academic Senate shall inform the following parties within 7 calendar days of
 125 the receipt of the recommendation:

- 126 1. all tenured and tenure-track faculty who teach in the program;
 127 2. the dean of the college/school (or equivalent administrator) housing the program;
 128 3. the Provost;
 129 4. the Academic Senate; and
 130 5. the students of the affected program (via ASI student representative and chair of
 131 department).
 132

133 “Calendar days” exclude the summer break and the breaks between semesters wherever the
 134 term is used in this document.
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136 If, within 14 calendar days of receipt of this recommendation, none of the individuals or
 137 parties listed in 1. through 5. above has objected to the proposed discontinuance in writing to
 138 the Provost and the chair of the Academic Senate, a recommendation for discontinuance will
 139 be sent to the President.
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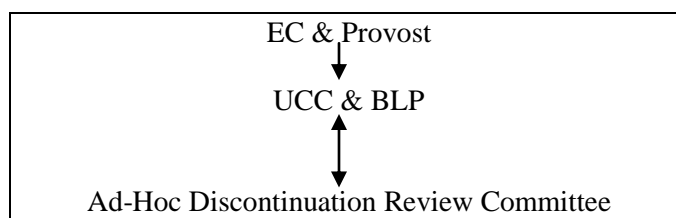
141 **Figure 1. Initiation of Program Discontinuance**
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152 If, within 14 calendar days of receipt of this recommendation, a written objection is
 153 submitted by one or more of the individuals or parties listed in 1. through 5. above to the
 154 Provost and the chair of the Academic Senate, the following procedure shall be followed
 155 prior to submission of program discontinuance recommendation to the President.
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159 B. Review of the recommendation

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161 Within 14 calendar days of receipt of the letter objecting to a proposed program
162 discontinuance from one of the parties listed above, the Senate Executive Committee in
163 consultation with the Provost shall request that the University Curriculum Committee (UCC)
164 and the Budget and Long-Range Planning committee (BLP) form an **Ad-Hoc Program**
165 **Discontinuation Review Committee** to conduct a special program review focused on issues
166 related to potential discontinuance. The committee shall include:

- 167 1. the chair (or designee) of UCC¹,
- 168 2. the chair (or designee) of BLP²,
- 169 3. the chair (or designee) of PAC³,
- 170 4. one faculty member from the affected program chosen by the faculty of the program,
- 171 5. the chair (or equivalent) of the affected program, and
- 172 6. the dean of the college/school which houses the program.



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181 **Figure 2. Review Process**

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183 The committee is responsible for deciding to what extent to involve appropriate
184 constituencies such as additional program faculty, library liaisons, AVP Academic
185 Programs, Dean of Graduate Studies (if applicable), IITS representative, and representative
186 students of the program, etc.

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

- 190 • program review(s), and
- 191 • an external review or accreditation review, as well as
- 192 • other sources deemed appropriate.

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

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

¹ If the committee chair is a member of the affected program, a designee must be chosen.

² If the committee chair is a member of the affected program, a designee must be chosen.

³ If the committee chair is a member of the affected program, a designee must be chosen.

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

- the Executive Committee of the Academic Senate
- the dean of the affected college/school
- the Provost
- the Vice President of Student Affairs (for information only)
- the faculty of the affected program (for information only)
- the Dean of the Library (for information only)
- the Dean of Graduate Studies (if applicable)

The dean and the Provost may submit their recommendations to the Executive Committee of the Academic Senate.

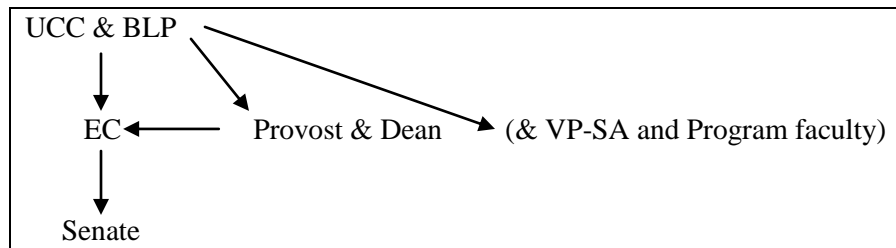


Figure 3. Commenting on the Review Report

The Executive Committee of the Academic Senate shall collect the individual recommendations from the Ad-Hoc Discontinuation Review Committee, the dean, and the Provost, and shall prepare a summary and a motion to be distributed to the Senate along with the individual recommendations.

The Executive Committee shall forward the motion to the Senate for appropriate action. The dean, faculty, and students of the affected program shall be invited to attend the Senate meetings when the Ad-Hoc Discontinuation Review Committee report is presented. The Ad-Hoc Discontinuation Review Committee recommendation and Senate action on program discontinuance shall then go to the President for review.

IV. SAFEGUARDS FOR STUDENTS

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

- preparation of an official list of students enrolled in the program;
- establishment of a cut-off date for students to declare the major;
- a tentative plan of course offerings for completion of the program; and
- the date by which program requirements must be met.

V. SAFEGUARDS FOR FACULTY AND STAFF

Safeguards for faculty and staff are contained within the appropriate collective bargaining agreement between the Board of Trustees and the exclusive bargaining agents.

VI. PROCEDURE FOR ENROLLMENT SUSPENSION AND REINSTATEMENT⁴

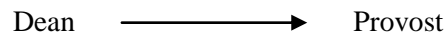
⁴ This section supersedes the section on Voluntary Inactivation of Programs of Study in the Inactive Course Policy and Procedure (1999-2000).

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From time to time it may become necessary for new enrollment in an academic program to be temporarily suspended, due to either a lack of qualified faculty or a reduction in the budget. Enrollment suspension of a program is proposed and approved in accordance with section B of this policy.

Reinstatement of a suspended program may be proposed by the appropriate program/department faculty in consultation with the college/school dean. The proposal shall explain in detail the changes in staffing or funding that makes reinstatement possible.

In cases where the program has been suspended for two years or less, the Provost, if satisfied that sufficient faculty and budget are available to offer the program successfully, may approve the proposal for reinstatement by notifying the Academic Senate of the action that has been taken.



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



VII. DISCONTINUED AND SUSPENDED PROGRAM ARCHIVE

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