

**AP 4021 PROGRAM DISCONTINUANCE****References:**

Education Code Section 78016;  
Title 5 Sections 51022 and 55130

The District has established procedures for program discontinuance based on the following:

- The District will rely primarily on the Academic Senate in the implementation of program discontinuance procedures;
- Program discontinuance is different from program review;
- Program discontinuance shall be an academic and professional matter for the Academic Senate and may have a potential impact on employment of individuals and therefore may be a matter for collective bargaining;
- Grant-funded programs whose source of funding is no longer available may be discontinued without following the program discontinuance procedure;
- Program discontinuance should not adversely affect students who are in the middle of a program;
- If a program is **not** successful in the revitalization process, it will begin the discontinuance procedure. (See: AP 4022)
- Once a program is identified for discontinuance, formal notice will be sent to the department chair, program faculty and program staff, the Vice President of Student Learning, the President of the United Professors of Marin (UPM), the President of the CSEA, and the College Superintendent/President.
- A Program Discontinuance Committee, appointed by the Superintendent/President and the Academic Senate President, will serve as a review committee and prepare the final report based on the revitalization report and any other pertinent information.
- This committee will be comprised of an Academic Dean, the Chair of the Department, a discipline faculty member, a faculty member from another discipline and a counselor.
- The committee will write the final report and present its findings to the Academic Senate and the Superintendent President. The Program Discontinuance Committee's recommendations shall also be forwarded to the Planning and Resource Allocation Committee and the Office of Student Learning for review and comment.
- Should the findings be inconclusive, a recommendation for additional review for one more year may be made.
- Findings may result in a recommendation for discontinuance, including a timeline for phasing it out within one year.
- Specific steps for program discontinuance shall be developed by the Program Discontinuance Committee.

- Students who are already enrolled in the program will be allowed to complete requirements within the year of review or will be assisted to transfer to other programs. New students will not be allowed to enroll in the program while the program is being considered for discontinuance.
- The District will consult with the appropriate collective bargaining agents about the potential impact of program discontinuance on the employment of unit members. Applicable law and contract provisions will apply.
- The Superintendent/President, upon the recommendation of the Vice-President of Student Learning, the Academic Senate and the Program Discontinuance Committee, will forward a final recommendation to the Board of Trustees. Any party may submit a different recommendation. While the final decision rests with the Board of Trustees, except in exceptional circumstances, the district shall rely primarily upon the recommendation of the Academic Senate.
- NOTE: If 60% of all full-time and part-time faculty members teaching in a discipline agree to submit to the Academic Senate a request for the discontinuance of a program, the Academic Senate may recommend program discontinuance without a formal procedure being implemented.

### **Career/Technical programs**

The District is legally required to establish a procedure for the discontinuance of career and technical programs that differs in some ways (Education Code Section 78016). Career/technical programs must be reviewed every two years to ensure that they meet legal standards. If legal and other District standards are not met, the same procedures for all other programs shall be followed except for the timeline which shall be accelerated to comply with legal requirements. (Ed Code 78016)

Legal standards for career and technical programs include that the program:

- Meets a documented labor market;
- Does not represent unnecessary duplication of other manpower training programs in the area; and
- Demonstrates effectiveness as measured by the employment and completion success of its students.

Other legal requirements include:

- Any program that does not meet the requirements and the standards promulgated by the Board of Trustees shall be terminated within one year;
- The required review process shall include the review and comments of the local Private Industry Council and the review and comments shall occur prior to any decision by the Board of Trustees; and
- A written summary of the findings of each review shall be made public.

Office of Primary Responsibility: Vice President of Student Learning

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**Date Approved:** December 9, 2008

**Date Revised:** June 28, 2011

# Discontinuance Procedure Flowchart

