

## **SJCC PROGRAM VIABILITY REVIEW POLICY**

### **I. Background**

San Jose City College is committed to providing excellent educational programs that prepare students to meet the challenges in their chosen fields. To assure that College resources are used in support of programs that are capable of functioning effectively in terms of serving sufficient numbers of students and maintaining high instructional standards, the College shall develop and implement a Program Viability Review Policy and Procedure. The goal of this review is to retain programs that are appropriate to the College mission, serve a need, meet curriculum standards, comply with state, federal, or licensing laws, and are sustainable at a level of quality acceptable to the institution.

Therefore, The Academic Senate of San Jose City College, in collaboration with the Instructional Policies and Curriculum Committee (IPCC), has developed a campus Program Viability Review Policy in accordance with Title 5, section 51022 requiring that college districts develop a process for program discontinuance. In addition, this policy will establish criteria and guidelines for the revitalization and suspension of programs that may be administered as alternatives to discontinuance.

Furthermore, the Academic Senate for California Community Colleges (ASCCC) has recommended that local senates develop a process for program discontinuance that takes into account the following issues:

- impact on student learning, goals, and needs;
- effect on the balance of the college curriculum;
- impact on educational and budget planning; and
- changes in regional economic and training conditions.

Following due process and using appropriate criteria and data, this policy will ensure that all programs under consideration for revitalization, suspension or discontinuance receive thorough and equitable consideration using the guidelines as stated herein.

### **II. Program Viability Review Procedure**

The Program Viability Review (PVR) Procedure will be utilized when there is ample qualitative and quantitative evidence that a program may no longer be viable. The procedure will provide a framework for the collection and analysis of appropriate data, the application of established criteria, and the assessment of impact on students, employees, and other programs. Ultimately, it will provide a recommendation to the Chancellor and the Board of Trustees as to whether the program should be continued, discontinued, revitalized, or suspended.

A recommendation to discontinue or suspend a program must include provisions for students currently enrolled in the program to complete their education in a timely manner with a minimum of disruption. The contractual rights of employees affected by the suspension or discontinuation of a program shall be respected.

Programs shall not be discontinued or suspended without following the PVR Procedure; however, an expedited process can be used for programs meeting certain criteria, such as sudden loss of facilities, lack of qualified employees, or other conditions.

### **III. Definitions**

An instructional program is defined in Title 5, section 55000(g) as follows: “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education”. An instructional program may also include programs in which selected knowledge or skills are acquired.

A program continuance recommendation suggests that a program continue without any specific requirements for changes to the program. No timeline is needed.

A program revitalization recommendation articulates specific interventions designed to improve the viability and responsiveness of the program. A plan will be developed that includes a timeline indicating when the interventions will be implemented and the expected outcomes.

A program suspension recommendation indicates the college should suspend a program for one to three years. Program suspension can be recommended only at the conclusion of an established collaborative process that analyzes appropriate data and applies established criteria. A plan will be developed that includes provisions for students currently enrolled in the program under review to complete their education in a timely manner with a minimum of disruption.

A program discontinuance recommendation indicates that the college should cease to offer a program. Program discontinuance can be recommended only at the conclusion of the established collaborative process that analyzes appropriate data and applies established criteria. A plan will be developed that includes provisions for students currently enrolled in the program under review to complete their education in a timely manner with a minimum of disruption.

### **IV. Stages of the Program Viability Review (PVR) Procedure**

1. Initiation of the PVR Procedure
2. Appointment of a Program Viability Review Committee
3. Determination of Criteria and Collection of Evidence
4. Evaluation of Evidence in Accordance with Criteria
5. Determination of Possible Courses of Action, Development of Recommendations, Reports, Plans, and Timelines
6. Decisions and Actions

### **V. Appropriate Personnel, Criteria, and Evidence for the Program Viability Review Procedure**

An ad hoc Program Viability Review Committee will be convened under the authority of the Vice President of Academic Affairs (VPAA) and the Academic Senate President. Its membership will represent a cross section of campus constituency groups. The PVR Procedure shall enable the college to rely on faculty and academic administrators for recommendations about instructional programs and will provide appropriate roles for students and staff to provide input into institutional decisions that will affect them.

The following criteria are to be used to determine potential programs for revitalization, suspension, and/or discontinuance. They are based on the *Program and Course Approval Handbook (PCAH)*, published by the California Community Colleges Chancellor's Office:

1. The goals and objectives of the Program are no longer appropriate to the Mission of San Jose City College, nor congruent with its Strategic Plan.
2. The Program no longer meets industry needs, or is associated with an industry that lacks demand in the current job market and is not considered an emerging industry or career field.
3. Program curriculum no longer aligns with current four-year college/university transfer majors or General Education requirements.
4. The Program does not meet curriculum standards as defined by Title 5 §55100.
5. The Program has insufficient resources to realistically support it at an acceptable level of quality, including personnel, adequate facilities, supplies, and equipment.
6. The Program has experienced continued low or declining enrollment (55% of class maximum or less) for a sustained period of time (generally four or more semesters).
7. The Program demonstrates low student persistence and completion rates.
8. The Program has been determined to be out of compliance with existing state or federal laws, i.e. Title 5 §55130(d), or licensing laws in particular occupations.
9. The Program duplicates other career technical training programs in the area.
10. The Program was funded by outside resources that are no longer available.

Both quantitative and qualitative data shall be collected and used as a basis for making informed recommendations. Evidence for the PVR Procedure shall incorporate the following as appropriate:

- Recent Comprehensive or Annual Program Review reports
- Evidence of student learning, including program SLO assessment
- Student achievement data, such as completion, persistence, retention, and success rates
- Productivity data, such as FTES per FTEF
- Participation of underserved students in the program
- Evidence of workforce demand and/or advisory committee recommendations
- Evidence of impact on other programs
- Evidence of student satisfaction
- Other types of information recommended by the Academic Senate or appropriate constituency groups

The PVR Committee will draft recommendations for an appropriate course of action for the program under review. It will submit a report to the Academic Senate that identifies factors that led to its recommendation and includes appropriate plans, interventions, timelines, etc. In addition, it will document input received from affected parties, such as students, employees, and the community. The Committee will complete these tasks within one calendar year of its formation.

The recommendation of the Academic Senate will be forwarded to the College President who will forward his/her recommendation to the Chancellor and the Board of Trustees.

## **VI. Authority and Responsibility**

The College President is authorized to establish the Program Viability Review Policy and Procedure in collegial consultation with the Academic Senate, Vice President of Academic Affairs, and other constituent groups.

The Program Viability Review Policy and Procedure shall be used to make recommendations concerning particular programs to the Chancellor and the Board of Trustees who shall review recommendations, plans, and accompanying materials before making a determination. Board members will be responsible for responding to community concerns resulting from the decision and for upholding the collegial processes used to reach the decision. The College administration will be responsible for implementing the plans and to mitigate impacts on students and employees.