Academic Affairs

1 **AP 4021   PROGRAM VIABILITY**

2 **References:**
3   Education Code, Section 78016;
4   Title 5, Sections 51022 and 55130;
5   ACCJC Accreditation Standard 2

6 **I.   Program Viability**
7   Cerritos College values the diversity of its course offerings and is committed to support
8   programs that fulfill the goals of the College's mission statement.

9   Only programs which have been identified by key criteria (as outlined in Section III.
10   Justification) shall be considered for viability study, revitalization, or discontinuance.
11   Primary consideration for program revitalization and/or discontinuance should be
12   based on the service the program provides to the college and community. Budgetary
13   consideration should not be the principal factor motivating consideration of program
14   discontinuance.

15   Collaboration between the Faculty Senate and CCFF is extremely important. Both
16   faculty and administrators must participate collaboratively when making decisions
17   regarding a program's viability. The Faculty Senate and CCFF must make certain that
18   both academic and professional issues for a program viability study are clearly
19   addressed to ensure respect for the goals of the process by faculty and administration.

20 **II. Definition of a Program**
21   A program is a course or group of courses that lead to transfer, a degree option, a
22   certificate, a credential, or exists under a single TOP code.

23 **III. Justification**
24   A program viability study can be requested when one or more of the following
25   conditions exist:
26   a. Advisory committee recommendation
27   b. Declining class enrollment over six semesters (based on Curriculum
28   Committee approved class size and fill rate)
29   c. Declining market and/or industry changes
30   d. Declining student success rates
31   e. Lack of available resources
32   f. Other relevant factors

33 **IV. Initiator**
34   A program viability study can be requested by any of the following:

35   a. Department Chair

36   b. Area Dean
37   c. Vice President of Academic Affairs
38   d. Program Faculty
39   e. Advisory Committee Chair

40 **V.   Task Force Membership**
41   A Program Viability Task Force will be established by the Faculty Senate to review the
42   program. The membership of the Program Viability Task Force will consist of:
43   a. Vice President of Academic Affairs
44   b. Area Dean
45   c. Dean outside the area
46   d. Program Department Chair(s)
47   e. Two faculty representatives appointed by Faculty Senate
48   f. One faculty representative appointed by CCFF

49 **VI.   Review Process**
50   Once a Program Viability Review request has been submitted, the Faculty Senate will
51   convene the Program Viability Task Force.

52   a. **Initial Review**: The Program Viability Task Force will commence an initial
53   review of the flagged program to determine if a full review is warranted. The
54   Program Viability Task Force will report its findings to the Curriculum
55   Committee and the Faculty Senate. Based on the initial review the Task
56   Force may recommend:
57   1. No action at this time, the program is viable.
58   2. Revitalization of the program – the Task Force will devise a plan to
59   revitalize the program and a time table to accomplish this goal.
60   3. Discontinuance – declare the program obsolete and create a plan for
61   discontinuance that respects the needs of students and fulfills
62   contractual obligations to faculty and staff including the need to
63   negotiate with CCFF and CSEA on any and all effects of discontinuance;
64   with few exceptions, a recommendation for discontinuance would not be
65   made without first recommending actions and allowing enough time to
66   revitalize the program.
67   4. A complete review of the program because of a lack of consensus by
68   the Task Force.
69   b. **Complete Review**: If the Task Force determines a need, it will begin a
70   complete study of the program in question.
71   Data used should be based on trends over time (typically three to five years)
72   and should relate to program goals as well as the mission of the College
73   and the department. Careful attention should be paid to ensure the
74   accuracy and validity of data used to examine the program. The criteria to
75   be examined include uniform measures that should be applied to all
76   programs.

77 **Measures Applied to All Programs**

Qualitative	Quantitative
Balance of college curriculum	Enrollment trends relative to college
Match of program with college mission	Retention
Student satisfaction	Degrees, certificates, and transfer
Previous steps taken to strengthen program	Scheduling trends (frequency of course offerings)
Integration with other college programs	Resources available
Trends at area colleges and universities	Comparison of enrollment rates at area colleges to our own program
Currency of curriculum	Frequency of course offerings
Needs of community	Success rates (pass rates)
Workforce development	

78 **Additional Measures Applied to Career Technical Education**

Qualitative	Quantitative
Advisory committee recommendations	Documented labor demand by the California Employment Development Department
Employer satisfaction	Employment placement rate
Uniqueness of training program	Average wage offered in the career by the California Employment Development Department
Market trends	Synchronization of certificate offering with California Employment Development Department
	California Occupational Information System supply analysis
	Core indicators from Chancellor's Office

79 Based on the results of the complete review, the Task Force may recommend:

80   1. No action at this time, the program is viable.
81   2. Revitalization of the program – the Task Force will devise a plan to revitalize the
82   program and a timetable to accomplish this goal.
83   3. Discontinuance – declare the program obsolete and create a plan for
84   discontinuance that respects the needs of students and fulfills contractual
85   obligations to faculty and staff including the need to negotiate with CCFF and
86   CSEA on any and all effects of discontinuance; with few exceptions, a
87   recommendation for discontinuance would not be made without first
88   recommending actions and allowing enough time to revitalize the program.

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