

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 II.A.15

6 **I. Program Viability**

7 Cerritos College values the diversity of its course offerings and is committed to
8 support 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.
13 Budgetary consideration should not be the principal factor motivating consideration
14 of program 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
18 that 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
20 administration.

21 **II. Definition of a Program**

22 A program is a course or group of courses that lead to transfer, a degree option, a
23 certificate, a credential, or exists under a single TOP code.

24 **III. Justification**

25 A program viability study can be requested when one or more of the following
26 conditions exist:

- 27 a. Advisory committee recommendation
- 28 b. Declining class enrollment over six semesters (based on Curriculum
29 Committee approved class size and fill rate)
- 30 c. Declining market and/or industry changes
- 31 d. Declining student success rates
- 32 e. Lack of available resources
- 33 f. Other relevant factors

34 **IV. Initiator**

35 A program viability study can be requested by any of the following:

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

41 **V. Task Force Membership**

42 A Program Viability Task Force will be established by the Faculty Senate to review
43 the program. The membership of the Program Viability Task Force will consist of:

- 44 a. Vice President of Academic Affairs
- 45 b. Area Dean
- 46 c. Dean outside the area
- 47 d. Program Department Chair(s)
- 48 e. Two faculty representatives appointed by Faculty Senate
- 49 f. One faculty representative appointed by CCFF

50 **VI. Review Process**

51 Once a Program Viability Review request has been submitted, the Faculty Senate
52 will convene the Program Viability Task Force.

53 a. **Initial Review:** The Program Viability Task Force will commence an initial
54 review of the flagged program to determine if a full review is warranted.
55 The Program Viability Task Force will report its findings to the Curriculum
56 Committee and the Faculty Senate. Based on the initial review the Task
57 Force may recommend:

- 58 1. No action at this time, the program is viable.
- 59 2. Revitalization of the program – the Task Force will devise a plan to
60 revitalize the program and a time table to accomplish this goal.
- 61 3. Discontinuance – declare the program obsolete and create a plan for
62 discontinuance that respects the needs of students and fulfills
63 contractual obligations to faculty and staff including the need to
64 negotiate with CCFF and CSEA on any and all effects of
65 discontinuance; with few exceptions, a recommendation for
66 discontinuance would not be made without first recommending actions
67 and allowing enough time to revitalize the program.
- 68 4. A complete review of the program because of a lack of consensus by
69 the Task Force.

70 b. **Complete Review:** If the Task Force determines a need, it will begin a
71 complete study of the program in question.

72 Data used should be based on trends over time (typically three to five
73 years) and should relate to program goals as well as the mission of the
74 College and the department. Careful attention should be paid to ensure
75 the accuracy and validity of data used to examine the program. The

76 criteria to be examined include uniform measures that should be applied
 77 to all programs.

78 **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	

79 **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

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

- 82 1. No action at this time, the program is viable.
 83 2. Revitalization of the program – the Task Force will devise a plan to
 84 revitalize the program and a time table to accomplish this goal.
 85 3. Discontinuance – declare the program obsolete and create a plan for
 86 discontinuance that respects the needs of students and fulfills
 87 contractual obligations to faculty and staff including the need to

88 negotiate with CCFF and CSEA on any and all effects of
89 discontinuance; with few exceptions, a recommendation for
90 discontinuance would not be made without first recommending actions
91 and allowing enough time to revitalize the program.

92 Office of Primary Responsibility: Vice President, Academic Affairs

Date Approved: March 12, 2012
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