

## **AP 4021 Academic Program Viability Review**

The purpose of this procedure is to establish criteria and guidelines for engaging in a comprehensive review of a program to determine its viability. This procedure should only be used for programs that have gone through a full CPPR cycle where a Program Sustainability Plan has not been effective. The outcome of this comprehensive Program Viability Review will be a recommendation for 1) revitalization with specific recommendations for program improvements, 2) temporary suspension with a specified timeline and conditions for reinstatement, or 3) program discontinuance.

### **Stage One: Program Identification**

- Programs identified for this process should be made with the agreement of the Dean/Director, the Division Chair and faculty of the program following an “Overall Program Strength and Ongoing Viability Assessment” where a finding has been made that a Sustainability Plan has not been effective.
- The Dean/Director and Division Chair or faculty of the program must, in collaboration, prepare, and submit to the Vice President over the program, a Program Viability Review Request form (Appendix A).
- If the Vice President approves the Program Viability Review request, 1) the Program Viability Committee will be formed as specified below (stage two), and 2) the Dean/Director of the program being reviewed will be notified to begin work on Appendix B and C (stage three).
- If the Vice President does not approve the Program Viability Review request, the program will return for an additional CPPR cycle with an updated Sustainability Plan.

**TIMELINE (Stage One):** The Program Viability Review Request form (Appendix A) should be submitted to the Vice President over the program within two weeks following the determination by both the Dean/Director and Division Chair or faculty of the program that a Program Sustainability Plan has not been effective.

### **Stage Two: Program Viability Committee**

- The Vice President over the program forms an ad hoc Program Viability Committee which shall be composed of the following:
  - Vice President over the program
  - Dean/Director of the program being reviewed
  - Another Dean (for instructional programs this Dean should be an Academic Affairs Dean)
  - Three faculty members appointed by the academic senate from different clusters
  - One student appointed by the Associated Students (subject to availability)
  - Advisory Committee Member (if applicable) or Community Representative (subject to availability)
  - CCFT representative

**TIMELINE (Stage Two):** Formation of the Program Viability Committee should occur within one month, unless the end of semester is sooner, in which case, the Program Viability Committee shall be formed within one month of the beginning of the next semester.

### **Stage Three: Program Viability Review Procedure**

- The Dean/Director, and Division Chair or faculty of the program, in conjunction with Institutional Research, shall prepare Program Analysis Reports (Appendix B and C) for review by the Program Viability Committee.
  - These reports will examine quantitative data based on trends over a five year period.
  - These reports will examine qualitative data that analyzes the service the program provides to the college and the community.
- Upon receipt of Appendix B and C, the Vice President over the program will convene the Program Viability Committee to host an open forum for receipt of written materials, to hear oral presentations, to pose questions and to request/gather pertinent information.

**TIMELINE (Stage Three):** Program Analysis Reports (Appendix B and C) should be completed within six weeks from the time the Dean/Director has been notified by the Vice President over the program of approval of a Program Viability Review request. The open forum should occur within one month following the completion of Program Analysis Reports (Appendix B and C).

### **Stage Four: Program Viability Committee Recommendation**

- The Program Viability Committee will author a written recommendation to be approved by majority vote and made available to the Vice President over the program, the Dean/Director, and Division Chair or faculty in the program. The Program Viability Committee will either:
  1. Recommend the program be revitalized with specific recommendations (to the extent practicable) for program improvements. OR
  2. Recommend the program be temporarily suspended, specifying the specific time for suspension and conditions that must be met for program suspension to be lifted. OR
  3. Recommend the program be discontinued.
- If the Program Viability Committee recommends revitalization, the decision is final.
- If the Program Viability Committee recommends suspension or discontinuance, a final appeal may be made to the President/Superintendent. If a discontinuance appeal is not granted by the President/Superintendent, the program will enter into the Program Discontinuance procedure (AP 4021).

**TIMELINE (Stage Four):** The written recommendation by the Program Viability Committee should be completed within one month following the completion of the Program Viability Review Procedure (Stage Three). To be considered, any appeal to the President/Superintendent must be submitted within two weeks of distribution of the written recommendation of The Program Viability Committee to the authors of the Program Analysis Reports. The President/Superintendent's decision on appeal should be completed within one month.

Approved: 02/01/2017  
Effective Date: 02/01/2017

**Appendix A**

**PROGRAM VIABILITY REVIEW REQUEST FORM**

**Program Name:**

This form is to be completed, in collaboration, by the Dean/Director and Division Chair or faculty of a program following an "Overall Program Strength and Ongoing Viability Assessment" when a program sustainability plan has not been effective.

This form is to be submitted to the Vice President over the program. If the Vice President approves the request, an ad hoc Program Viability Committee will be convened. If the Vice President does not approve the request, the program will return for an additional CPPR cycle with an updated Sustainability Plan.

Please check any of the indicators that apply. Please attach the program's most recent 1) Annual Program Planning Worksheet (APPW), 2) Comprehensive Program Planning & Review (CPPR), 3) Overall Program Strength and Ongoing Viability Assessment and 4) Program Sustainability Plan to this form.



	<b>INDICATORS (Please check any of the indicators below that apply)</b>
<input type="checkbox"/>	Decline in enrollment throughout the program over four consecutive semesters.
<input type="checkbox"/>	Decline in Student Success over four semesters or a consistently low rate of student success
<input type="checkbox"/>	Enrollment of 50% below the enrollment maximum over four semesters.
<input type="checkbox"/>	FTES/FTEF of 50% below the programs FTES/FTEF maximum over four semesters.

\_\_\_\_\_  
Dean/Director  
Program

\_\_\_\_\_  
Division Chair or Faculty in the

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Appendix B**

**PROGRAM ANALYSIS REPORT – QUANTITATIVE DATA**

This report is to be completed by the Dean/Director, and Division Chair or faculty of a program under review and submitted to the Program Viability Committee. *(Consider adding disaggregated data if appropriate and helpful in explaining indicators further).*

<b>Quantitative Indicators</b>									
	<b>F 20</b> _	<b>S 20</b> _	<b>F 20</b> _	<b>S 20</b> _	<b>F 20</b> _	<b>S 20</b> _	<b>F 20</b> _	<b>S 20</b> _	<b>F 20</b> _
1. General enrollment									
2. Disaggregated Enrollment <i>(to determine if different populations are impacted)</i>									
3. General Student Demand (Fill-rate)									
4. Disaggregated Student Demand (Fill-rate) <i>(to determine if different types of courses are impacted)</i>									
5. General Efficiency (FTES/FTEF)									
6. Disaggregated Efficiency Data <i>(to determine if different types of courses are impacted)</i>									
7. General Student Success (Course Completion)									
8. Disaggregated Success and Completion Data <i>(to determine if different populations are impacted)</i>									
9. Student Success (Course Modality)									
10. Degrees and Certificates Awarded									
11. For CTE (labor market demand)									
12. Number of transfers <i>(if applicable and available)</i>									

## Appendix C

### PROGRAM ANALYSIS REPORT – QUALITATIVE DATA

This report is to be prepared by the Dean/Director, and Division Chair or faculty of a program under review and submitted to the Program Viability Committee.

Please address the following issues, as applicable, in narrative format. Supporting documentation and letters from stakeholders are also welcomed.

1. Relation of the program to Cuesta College's Mission statement.
2. Relation of the program to the Strategic Plan.
3. Relation of the program to the Educational Master Plan.
4. Why previous steps taken to strengthen the program have not been successful.
5. Uniqueness of the program.
6. Constraints that may limit enrollment and/or efficiency.
7. How the program meets Community needs.
8. Impact on general education curriculum or the curriculum of other programs.
9. Impact on students, including ability to complete their degree or certificate.
10. Impact on diversity of faculty and/or students.
11. Impacts on local business and industries (local, regional).
12. Availability of the program at other community colleges.
13. Any institutional commitment for the campus to continue this program (*e.g. historical planning or commitments – attached documents if available*).
14. Discuss specific financial resources required to sustain the program:
  - a) Faculty compensation FT/PT
  - b) Support Staff compensation
  - c) Facilities costs annualized
  - d) Equipment costs annualized
  - e) Supplies cost annualized
15. Advisory Committee Recommendation (*attached if available*).
16. Quality and importance of program as perceived by students, industry and community (*i.e. letters of support, etc.*).
17. Any other pertinent information.