



Administrative Procedure

Chapter 4—~~Instructional Services~~ Academic Affairs

AP 5021 AP 4021 INSTRUCTIONAL PROGRAM DISCONTINUANCE

Chancellor's Cabinet First Reading:
Chancellor's Cabinet Second Reading:
DGC First Reading:
DGC Second Reading:

A program may be discontinued by the Board of Trustees based upon evidence that the criteria for program approval is no longer met, as set forth in California Code of Regulations, title 5, section 55130 and Education Code section 78016. For the purposes of this procedure, a program shall be defined as a field of study with one or more related certificates and degrees.

Program discontinuance procedures shall be established by ~~the Colleges and Continuing Education San Diego City College, Mesa College, Miramar College, and College of Continuing Education~~ based on the recognition that the responsibility for program discontinuance is shared cooperatively between the Academic Senate and administrators. The procedures shall include the following criteria:

1. Steps to monitor the impact on other areas including articulation, transfer agreements, as well as student notification, transition and assistance in program completion;
2. A detailed plan and recommended timeline for phasing out the program with the least impact on students, faculty, staff, and the community;
3. A plan for currently enrolled students to continue their academic award, such as a teach-out plan, or a plan for them to meet their educational objectives through alternative means; and
4. A plan that ensures an open and transparent participatory governance process in generating any recommendation to the Board of Trustees regarding program discontinuance.

The Board of Trustees shall consider any recommendation for program discontinuance from the Chancellor at a meeting of the Board in accordance with its regular processes and procedures. The Board shall take into account all information generated in accordance with these procedures, and any other information determined to be appropriate by the Board, in their consideration of the recommendation.

In all cases of program discontinuance, care must be taken to monitor the impact on other areas including articulation, transfer agreements, as well as student notification, and transition and assistance in program completion. Opportunities for retraining and

reassignment of persons affected by program discontinuance will be managed in keeping with the practices of the District.

The Board of Trustees shall make the final decision regarding the discontinuance of programs.

Reference(s): Education Code Section 78016; California Code of Regulations, title 5, sections 51022 and 55130; WASC/ACCJC Accreditation Standard II.A.15

<Pending signature>

APPROVED: _____
Carlos O. Cortez, Ph.D.

DATE: _____

<Once signed>

Approved by
the Chancellor: Month Day, Year

Supersedes: AP 5021 2/10/2017