

Step 9 Vice President Recommendations

- The Vice President of Instruction will review the report, consult appropriate Dean, Department Chair, Planning Council and Senate, and then either concur with the report or make amendments.
- The Vice President of Instruction will consider the input of these groups, and make formal recommendations to the President.

Step 10 President Recommendations

- After receiving the report from the Vice President of Instruction, the President will review the recommendations from the committee and from the Vice President, discuss the recommendations with appropriate Planning Council and Senate, and then accept or amend the action plan, which may include program no change, stabilization, restructuring, suspension, or elimination.
- If a program is recommended for stabilization or restructuring, the Division Dean and the chair for the program will be responsible for reporting to the Vice President of Instruction at designated intervals (as identified in the final action plan) on the implementation of the action plan until the specified goal has been achieved. (See Appendix D for the Action Plan Timeline)
- All new courses, certificate, and other curriculum requests from a program under review could be suspended until the President takes action on the recommendations from the committee and the VPI, unless it impedes the continuation of existing course offerings.
- Should continuing oversight be a part of the action plan presented by the committee, the continuing role of the Program Viability Review Committee shall be described in detail in the action plan.

Step 11 Chancellor Recommendations

- If discontinuance is recommended then report is forwarded to Chancellor.

Step 12 Board of Trustee Recommendations

- If Chancellor agrees with the decision the report is forwarded to the BOT where it will be discussed in an open meeting.

APPENDIX A Background & Philosophy

Modernization, technological innovation, new trends and internal and external societal factors affect the practice of education and will play a key role that requires campus programs to examine their place and “fit” in any academic curriculum or any student support service. Programs can *voluntarily* opt to discontinue based on reaching constituent consensus thus not requiring them to follow this particular process. Program Viability can be an involuntary process and conducted because several circumstances/problems have emerged that need immediate attention and a solution. To that end, this specific policy and process is being created to not only meet state requirements but to also provide guidelines for programs to follow after completing a comprehensive program review. At Orange Coast College, the policy will be known as a *Viability Review of Programs*. Program Viability Review is a college collaborative process and the role of administration, faculty, and the Community Advisory Committee (if CTE), the Academic Senate, and the Institutional Effectiveness Committee are crucial to the recommendation made by the review.

According to *Program Discontinuance: a Faculty Perspective* (1988, Spring), “the development of a program discontinuance process should be considered within the context of the college mission statement and should be linked with the college educational master plan and the department’s goals and objectives.” The process must be driven by the spirit of access and equity for students. Ideas and recommendations in this policy document represent a culmination of efforts from the Statewide Academic Senate as cited in the ASCCC paper titled *Program Discontinuance: a Faculty Perspective* (1988, spring).

Moreover the ASCCC has recommended that local senates create a process for program discontinuance that takes into account the following issues:

- negative effects on students
- college curriculum balance
- educational and budget planning
- regional economic and training issues
- collective bargaining issues

APPENDIX B Request for Viability Review

Please submit this form with the following to the Institutional Effectiveness Office:

1. A brief summary of the informal viability meeting.
2. A narrative description of the condition(s) motivating your request for a Viability Review of the department with supporting documentation.
3. A statement describing efforts made to date to remedy the situation
4. The latest Comprehensive Program Review for the department

_____ **Recommended Approval by majority vote of the Instructional Effectiveness Committee to move forward for a Viability Process.**

_____ **Not Approved by the Instructional Effectiveness Committee to move forward for a Viability Process.**

Date: _____

APPENDIX C Request for Viability Review- Evaluation Indicators

Date: _____ Initiator: _____

College Vice President, Faculty/Dean from the area

Department to be reviewed: _____

Department Chair / Manager: _____

IEC members: Select a minimum of three (3) or more of the following conditions that lead you to request a Viability Review:

- _____ A. Decline of 30% or more in census enrollment throughout the program over a 3-year period (excluding winter & summer sessions)
 - _____ B. Consistently low enrollments of 50% below the maximum fill rate capacity over a 3-year period
 - _____ C. A new program never reached the 50% fill rate
 - _____ D. Poor rate for student achievement of program goals (e.g. completion rate, number of degrees & certificates, transfer, transfer readiness)
 - _____ E. A major shift in the field / discipline
 - _____ F. Personnel changes that will leave, or have left the department without a full-time faculty member/or adequate staffing
 - _____ G. Declining market / industry demand or community needs
 - _____ H. Program no longer central to the college mission and academic master plan
 - _____ I. Program no longer in line with current technology
 - _____ J. Unresolved problem or issue for which all other administrative remedies have been exhausted
Please explain in an attached narrative
 - _____ K. Other conditions, including a program that has not completed Program Review & Assessment
Please explain in an attached narrative
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APPENDIX D

Action Plan Timeframe for Program to Reach Healthy Status 1-3 Years

Year	Monitoring Process		
Year 1 _____	Term: Su_____ Fall_____ Program Review Follow-up Report written and submitted to VRC	VRC Convenes and reviews follow-up report within 30-45 days	VRC Recommendation: ____ Achieved Goal ____ Submit to College President/VP ____ Require Follow-up Rpt 2
Year 2 _____	Term: Su_____ Fall_____ Program Review Follow-up Report written and submitted to VRC	VRC Convenes and reviews follow-up report within 30-45 days	VRC Recommendation: ____ Achieved Goal ____ Submit to College President/VP ____ Require Follow-up Rpt 3
Year 3 _____	Term: Su_____ Fall_____ Program Review Follow-up Report written and submitted to VRC	VRC Convenes and reviews follow-up report	VRC Recommendation: ____ Achieved Goal ____ Submit to College President/VP ____ Program Defunct ____ Recommendation:

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