

ADMINISTRATIVE PROCEDURE No.3204

Program Deletion

Date Adopted: 20 May 2013

Date Revised:

Date Reviewed: 24 March 2014

Reference:

The program deletion process is comprised of the following steps:

1. The division chair/campus dean collects data and recommendations from the program review and program prioritization processes.
2. The division chair/campus dean prepares a deletion memorandum and submits it to chair of Curriculum and Assessment Committee (CAC) using information gathered from the program review, program prioritization and other pertinent information. The memorandum should have the following attached to it:
 - a. Justification for program deletion
 - b. Plans and implementation date for phasing out this program
 - c. “Teach-out” plans for students currently enrolled in the program, if there are any students currently enrolled.
3. Chair of CAC reviews the deletion memorandum and submits it to CAC for action. The major criteria for deletion include demand for the program (internal and external), financial sustainability of the program, physical resources to offer the program, and productivity of the program. Each criterion is addressed in the program review and program prioritization process.
4. CAC reviews the deletion memorandum and recommends it to the Executive Committee for review and action.
5. The Executive Committee reviews the deletion memorandum and submits its recommendation to the president.
6. The president forwards the recommendation from EC to the Board of Regents.
7. If approved by the Board of Regents, the program developer along with DAP, VPIA, and ALO prepare a substantive change request which is endorsed by the Board of Regents and submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC) for final approval.

Hint

*Substantive change requests must follow the guidelines in the ACCJC policy on substantive changes. Such requests are accepted only three times each year. See the policy and schedule at the following URL:
www.accjc.org/substantive-*