

**PROCEDURE FOR PROGRAM DISCONTINUANCE**  
**MODESTO JUNIOR COLLEGE**  
***BACKGROUND AND UNDERLYING CONCEPTS***

The policy is based on the guiding principle that: 1) considerations of program discontinuance are distinct from program improvement; 2) programs in jeopardy of being discontinued will undergo two semesters of program review; 3) program discontinuance is both academic and professional for local academic senates, and insofar as the policy impacts employment, it is a matter of collective bargaining in all cases. As a result, this policy will be kept separate from development of department/discipline portfolios. In addition, if this policy needs to be invoked, or if a program is to be discontinued on the basis of mutual faculty/administration agreement, the Yosemite Faculty Association (YFA) will be notified and given the necessary time to resolve the issues of collective bargaining.

Vital academic considerations include the following: effects on students, balancing the college curriculum, education and budget planning, and issues of regional coordination for occupational programs. Qualitative as well as quantitative data need to be used as a result. Qualitative data are less statistical and more value-laden. The quality, breadth, and depth of the curriculum and the teaching and learning process should be taken into consideration. Student satisfaction and how the program is perceived by articulating universities or employing business and industry are factors as well. Quantitative data include the following: weak enrollment trend (e.g., lack of demand); insufficient frequency of course section offerings to assure reasonable availability for students; poor retention; poor term-to-term persistence for those in courses in the major; poor rate for student achievement of program goals; lack of demand in the workforce; and/or unavailability of transfer major.

**PROCESS**

1. A review process will go into effect when the Vice-President of Instruction, in consultation with the discipline faculty and the division dean using the factors listed above, has determined that a program is in jeopardy. Department/program/discipline faculty members and the administrator working directly with the program will identify aspects, i.e., qualitative and quantitative data, which apply to the specific program, and then do a preliminary analysis of items related to the mission of the college, enrollment trends, workforce-related issues, completion rates, articulation issues, course availability (both lower and upper division), and outside agency requirements. Then formal notice, including factors used to make the determination, will be sent to the President of the Academic Senate, the co-chairs of the Curriculum Committee, the President of the YFA and the College President.
2. The department/discipline will then work internally for one semester to review program goals and attempt to ameliorate the situation. Ongoing documentation will be needed. Notice of progress will again be sent to the President of the Academic Senate, the co-chairs of the Curriculum Committee, the President of YFA, the Vice President of Instruction, and the President of the college.

3. After one semester, the Vice President of Instruction and the President of the Academic Senate will convene a Program Discontinuance Review Committee (PDRC). The membership of this committee will include the President-Elect or President of the Academic Senate, the affected faculty as determined by the Academic Senate President, the division dean, the Vice President of Instruction or his/her designee, one faculty member chosen by the Academic Senate, and a non-voting student representative. The PDRC will supervise a comparative study on the quantitative/qualitative factors identified as pertinent to the program. The charge of the PDRC is to make a recommendation to continue or discontinue the program. This committee will hold meetings with provision for public comment and will have a first and second reading of action items.
4. If it is determined by a majority of the membership of the PDRC that the program should be discontinued, there will also be a recommendation for a phase-out period to ensure that all students in the program have the opportunity to complete the program and to ensure that the YFA may resolve contractual issues for faculty in the affected program. These recommendations will then be forwarded to the Board of Trustees for approval.
5. If extreme financial hardship is declared by the District, items 1 through 4 will be condensed to start no later than October 1 of an academic year and must be completed by February 25 in order to make a recommendation to the Board of Trustees in advance of the March 15 statutory requirement for potential faculty layoffs.