SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL

Title: **CITY COLLEGE OF SAN FRANCISCO PROGRAM REVITALIZATION, SUSPENSION, DEACTIVATION/REACTIVATION, AND DISCONTINUANCE**	**Number:** **AP 6.17**
Legal Authority: **California Education Code Section 78016 and California Code of Regulations Title 5, Sections 51022 and 55130**	

A. Background and Purpose

1. The Program Revitalization, Suspension, Deactivation/Reactivation, and Discontinuance Procedure (PRSD Procedure) for City College of San Francisco is established as authorized by Board of Trustees Policy BP 6.17, approved on October 24, 2019.

2. The Policy BP 6.17 defines terms, stipulates appropriate evidence, and sets other parameters used in this Procedure.

3. Program suspension or discontinuance should occur only after serious deliberation. A program should be discontinued only after all recommended intervention strategies have been implemented but still result in a program that remains outside the college's mission and master plan, and the department's goals and objectives. The purpose of the PRSD Procedure is to have an established process in place to guide a discussion should it be needed. The establishment of a procedure should not be construed as an inducement to look for programs to discontinue, nor as a reason to avoid honest participation in an academic process such as program review.

4. Degree or certificate deactivation, temporarily, from the catalog and our curriculum management system due to lapses in currency, accuracy, integrity (loss of core courses within the program), or state, federal, accreditation/licensing requirements occurs annually in preparation for the catalog development.

B. Degree and Certificate Deactivation/Reactivation Procedure

Prior to each year's catalog publication, a review of all certificate and degree programs is conducted to ensure these programs remain current and accurate, continue to meet state, federal, or accreditation/licensing standards, and maintain their integrity (no loss of key courses through deactivations). Degree and certificate programs that no longer meet these standards are temporarily deactivated and not published in the catalog until the departments update them as necessary to meet the standards. Documentation of deactivations is published in the Curriculum Committee minutes and shared with department chairs and faculty. It is the responsibility of each department to monitor its degree and certificate programs and ensure they remain current and accurate, and meet

state, federal, and accreditation/licensing requirements. Reactivation occurs through normal Curriculum Committee procedures as documented in the Curriculum Handbook.

C. Stages of the Program Revitalization, Suspension, Discontinuance Procedure (PRSD)

The PRSD Procedure is initiated if there is some formal evidence that a program may no longer be viable. The stages of the PRSD Procedure are:

1. Initiation of the Procedure.
2. Appointment of a Program Revitalization, Suspension, Discontinuance Committee (PRSD Committee)
3. Determination of criteria and collection of evidence to be used
4. Evaluation of evidence in accordance with criteria
5. Development of Review Report, Recommendation, Plan, and Timeline by the PRSD Committee
6. Decisions and Actions

D. Expedited Process for Emergency Situation

Each of the stages listed below includes provisions for an expedited process to be used if a program is under immediate threat because of damage or loss of suitable facilities, loss of and inability to replace sufficiently qualified employees to maintain the program, actual, loss of accreditation, or dire financial emergency. The expedited alternatives are to be used only in emergency situations, not chosen for convenience.

E. Conditions under which the PRSD Procedure is not needed

Departments may revitalize, suspend, or discontinue a program without the PRSD Procedure if ALL of the following conditions are met.

1. No department will cease to exist as a result of the suspension or discontinuance.
2. The appropriate dean(s), the appropriate department chair(s), and a majority of the faculty in the department support the suspension or discontinuance of the program.

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In such situations, departments would process the deactivations through our curriculum management system through normal curriculum committee procedures.

Stage 1. Initiation of the PRSD Procedure

1. The evidence indicating the need for a PRSD Procedure may arise in the course of a program review process, or it may come from the appropriate vice chancellor, dean, department chair, or a majority of the faculty in the program. Request for initiating the PRSD should be directed to both the Chancellor (or designee) and the President of the Academic Senate. The Chancellor and the Academic Senate President may jointly deny a request to initiate a PRSD procedure.

2. This stage may be expedited by either the Chancellor (or designee) informing the President of the Academic Senate, or the President informing the Chancellor of the need to initiate the PRSD Procedure, based on formal evidence.

Stage 2. Appointment of a PRSD Committee

1. The PRSD Committee will be composed of:

    a. The Vice Chancellor over the program under review or designee (Co-chair of Committee)

    b. The Academic Senate President or designee (Co-chair of Committee)

    c. The Dean over the program under review

    d. An additional administrator not from the program under review

    e. The department chair over the program under review

    f. An additional faculty member from the program under review

    g. An additional faculty member not connected with the program under review

h. If a substantial number of classified staff serve the program under review, a classified staff member will be appointed to the committee

i. Two students connected to the program will be appointed to the committee if possible.

j. A researcher should serve as a resource (non-voting) member.

2. Committee members will be appointed by their constituency leadership as appropriate.

3. The Co-chairs of the committee will provide all members with copies of the PRSD policy, the PRSD procedure, applicable legal, licensing, and accreditation requirements and other relevant documents, such as the Program and Course Approval Handbook and Program Discontinuance: A Faculty Perspective Revisited. It is the responsibility of every member of the committee to familiarize themselves with the documents provided to them

4. The PRSD Committee will draw up an outline of the work they need to accomplish with dates for the completion of all stages of the PRSD Procedure.

5. This stage may be expedited by the appointment of a smaller Committee, consisting of:

   a. The Vice Chancellor over the program under review or designee (Co-chair of Committee)

   b. The Academic Senate President or designee (Co-chair of Committee)

   c. The Dean over the program under review

   d. The department chair over the program under review

   e. An additional faculty member not from the program under review.

   f. A student connected to the program, if possible.

6. For the expedited process, the Co-chairs of the committee will provide all members with copies of the PRSD policy, the PRSD procedure, applicable legal, licensing, and accreditation requirements and other relevant documents, such as the Program and Course Approval Handbook and Program Discontinuance: A Faculty Perspective Revisited. It is the responsibility of every member of the committee to familiarize themselves with the documents provided to them.

7. The smaller, expedited PRSD Committee will draw up an outline of the work they need to accomplish with dates for the completion of all stages of the PRSD Procedure

Stage 3. Determination of criteria and collection of evidence to be used

1. The PRSD Committee will determine the specific criteria for the evaluation of the program under review, using the general criteria established by the PRSD Policy (BP 6.17) and additional criteria appropriate for the program. The PRSD committee will collect ample qualitative and quantitative evidence and data best suited for addressing the specific criteria. In additional to documentary evidence, PRSD Committee will include input from all parties potentially affected by the decision. These include faculty, staff, administrators, students, the employing business and industry, and the community. Extraordinary efforts must be employed, if necessary, to ensure that student and community voices are heard.

2. For an expedited process, the smaller PRSD Committee must still determine specific criteria to be used to adequately evaluate the program under review. The committee may collect a more basic set of evidence necessary to address the criteria. There must be at least one well publicized open meeting for the PRSD committee to hear from students, the community, and college employees.

Stage 4. Evaluation of evidence in accordance with criteria

1. After an initial examination of the criteria and evidence, the PRSD Committee will choose its method for making its determination. The committee may chose to draw up a rubric with points assigned for how well the program meets various criteria. The committee may choose to conduct unweighted qualitative assessments of the evidence

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in accordance with the criteria. The committee will document its chosen method making its determination before it begins deliberations

2. For an expedited process, the smaller PRSD Committee will discuss the evidence that the program does or does not meet the criteria and vote for an appropriate provisional recommendation.

Stage 5. Development of Recommendation, Reports and Plans by the PRSD Committee

1. The PRSD Committee will conclude its process by drafting a provisional recommendation and preparing written findings with plans and timelines, if appropriate. In every case, the PRSD Committees findings will identify the major factors that led the committee to its provisional recommendation. The findings will document the opportunities provided for input from all parties potentially affected by the decision, and summarize the input received. The determination process (including the rubric if one was used) and the evidence examined will be attached as appendices.

    a. For a provisional recommendation of revitalization, the findings of the PRSD Committee will include a written plan articulating intervention strategies designed to improve the viability and responsiveness of the program. Such strategies may include specific outreach projects to recruit new students, the development of articulation agreements, modification of scheduling, curriculum development, faculty retraining, investment in updated equipment, the introduction of a certificate to signify completion and/or the recommendation of modifications to the curriculum or other substantial changes to the program. Any substantial program change must be approved through regular channels as applicable, e.g. modifications to curriculum must gain approval through the curriculum process. The plan shall include expected outcomes and an implementation timeline.

    b. For a provisional recommendation of suspension, the PRSD committee will specify a time period for the suspension of one semester to three years. Reasons for recommending suspension may include damage to or loss of suitable facilities, inability to provide qualified faculty, or dire financial emergency. The written plan will specify actions to be taken during the period of suspension. The plan must include

provisions for students already enrolled to complete their education in a timely manner with a minimum of disruption. A program may not be suspended indefinitely, but must be revived at the end of the specified time period.

c. For a provisional recommendation of discontinuance, the PRSD committee will prepare a plan to address the needs of affected students, faculty, staff and operations will need to be designed and a timeline for the elimination process developed. Students already enrolled in the program must be given time to complete the program or assistance in transferring to a college which offers a similar program. Students should also be encouraged to utilize career and/or academic counseling. It is the responsibility of the college to protect the investment students have already made in their education. A process to facilitate the reassignment or retraining of faculty which includes timelines and college support must be developed in conjunction with the local bargaining unit. Staff must be given assistance to transfer to another area of the college. A plan must be developed to inactivate courses, address other operational issues.

d. For a provisional recommendation of continuance, no specific plan is required.

2. The PRSD Committee will conclude its process by drafting a provisional recommendation and preparing written findings with plans with timelines, if appropriate. In every case, the PRSD Committee's findings will identify the major factors that led the committee to its provisional recommendation. The findings will document the opportunities provided for input from all parties potentially affected by the decision, and summarize the input received. The determination process (including the rubric if one was used) and the evidence examined will be attached as appendices.

3. The findings of the PRSD Committee, with a written report and plan will be presented to the Academic Senate for review. The Academic Senate will make a recommendation based on the findings of the PRSD Committee. If the recommendation of the Academic Senate does not confirm the provisional recommendation of the PRSD Committee, the Academic Senate will provide written justification.

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4. This stage may be expedited by the drafting of a provisional recommendation accompanied by a brief written summary of the findings by the members of the PRSD Committee. The provisional recommendation may be forwarded to the President of the Academic Senate instead of its Executive Council. For revitalization, suspension, or discontinuance, written plans with timelines must be developed, but they may be completed after the provisional recommendation has been forwarded.

Stage 6. Decisions and Actions

1. The recommendation of the Academic Senate with findings and plans will be forwarded to the Chancellor. If the Chancellor does not concur with the recommendation of the Academic Senate, he/she will provide reasons in writing to the Academic Senate.

    a. If the Chancellor' s decision is to continue a program, no further action is needed.
    b. If the Chancellor's decision is to revitalize a program, the administration will take actions to support the revitalization plan.
    c. In the case of program suspension or program discontinuance, the Chancellor shall make a recommendation to the Board of Trustees which shall make a final decision.
    d. The administration will be responsible for implementing the plans to mitigate impacts on students and employees.

2. For an expedited process, the recommendation may come to the Chancellor from the President of the Academic Senate instead of the Executive Council