

**University Policy Statement
California State University, Fullerton**

UPS 100.610

PROGRAM DISCONTINUANCE

I. PRINCIPLES

The discontinuance of an established academic program is a very serious step. A program shall only be discontinued after all appropriate evidence has been studied and consultation procedures have been exhausted. Prior to any action, however, all administratively feasible alternatives, such as consolidation, shall be considered. This document seeks to ensure that review and consultation take place before final discontinuance of an academic program.

II. DEFINITIONS

The term "program" as used in this document refers to: an approved course of study leading to a degree or credential.

Although program discontinuance may lead to the layoff of faculty, this is a separate matter and dealt with in other University Policy Statements and in the Memorandum of Understanding between the California State University and the exclusive Unit 3 bargaining agent.

III. PROGRAM DISCONTINUANCE PROPOSALS

- A. Upon receipt of an informal proposal for discontinuance of a program, or at his/her initiative, the Vice President for Academic Affairs (VPAA) shall conduct a preliminary review. As part of this preliminary review, the VPAA shall consult with the dean of the college in which the program is housed, the program chair, and faculty directly involved in the program. The dean and the department/program chair shall submit written responses as part of this preliminary review. These written responses, plus any written responses from faculty involved in the program, shall be appended to the formal proposal for discontinuance, should the VPAA make such a proposal.

- B. Formal proposals for the discontinuance of a program shall originate with the VPAA, in consultation with the dean of the college in which the program is housed and faculty members of the affected unit. Such proposals shall be based on documented evidence, which may include the following:
- * the results of the Planning and Priorities Criteria Review;
 - * the results of Program Performance Review;
 - * the results of external accreditation reviews;
 - * insufficient program quality;
 - * insufficient student demand to justify the program's continuation;
 - * insufficient benefits from the program to justify the use of resources; or
 - * any combination of the above, or any other appropriate factors.

IV. PROGRAM DISCONTINUANCE PROCESS

- A. If the documented evidence is insufficient to justify further examination, the VPAA shall stop the process at this time by informing the proposer(s) that insufficient evidence has been provided. If the VPAA decides that the documented evidence is sufficient to justify further examination, he/she shall inform the Executive Committee of the Academic Senate that a formal proposal has been initiated. The Executive Committee, in consultation with the appropriate dean and department/program chair, shall establish an Ad Hoc Discontinuance Review Subcommittee consisting of at least five members. The subcommittee shall include a member of the Planning Resource Budget Committee (PRBC) a member of the Faculty Personnel Committee, a member of the University Curriculum Committee and/or a member of the Graduate Education Committee, and other members appropriate to the program under review. All documented evidence shall be forwarded to the Ad Hoc Subcommittee.
- B. Using the formal proposal, the appendices, and the Secondary Review Evidence outlined in Section VI below, the subcommittee shall review the program for discontinuance. That review shall include, but not be limited to, open hearings involving those associated with the program and others who may be interested in the issue.

Following the hearing and based on a review of all of the information available, the subcommittee shall make a recommendation to the—PRBC. A copy of the recommendation shall be sent to the chair(s) of the affected department(s), the dean(s) of the affected college(s), and the Vice President for Academic Affairs. The recommendation shall be limited to the issue of program discontinuance and the documented evidence gathered for this purpose. Should the subcommittee also choose to comment on personnel issues that may become relevant if the ultimate decision is to discontinue the program, such comments shall be directed separately and confidentially to the VPAA.

- C. The PRBC shall transmit the subcommittee's report and recommendation to the Academic Senate. At the same time, the PRBC shall transmit any comments on the subcommittee's report/recommendations and its recommendation regarding the question of program discontinuance. Both negative and positive recommendations shall go forward to the Academic Senate. The Academic Senate shall then recommend to the President, who shall decide whether or not to discontinue the program in question based on the review and consultation evidence.
- D. The President's decision shall be communicated promptly to all those directly affected by it. A decision to discontinue must be submitted to the Chancellor's Office.

A schedule for discontinuance shall be developed by the college dean in consultation with the appropriate program faculty. The schedule must be approved by the VPAA, who shall monitor the implementation of the scheduled discontinuance. Every effort shall be made by the program faculty and the college dean to assist students in completing their studies or in finding alternatives to their studies.

V. TIMELINE FOR REVIEW PROCESS

The review process shall be completed within one academic year. Informal proposals for program discontinuance must be submitted to the VPAA by October 15. If, after preliminary review of any informal proposals, the VPAA decides the evidence is sufficient to justify further examination, he/she shall forward the proposal and related materials to the Executive Committee of the Academic Senate by November 15. The Executive Committee shall establish the Ad Hoc Discontinuance Subcommittee by December 1. The Ad Hoc Subcommittee shall forward its recommendation to the PRBC by March 1. The PRBC shall forward its recommendation to the Academic Senate by April 1. The Senate shall forward its recommendation to the President by May 1. The President shall announce his/her decision by the last day of classes in the Spring semester.

VI. SECONDARY REVIEW EVIDENCE

All Program Performance Review material and/or accreditation or licensing reports for the past 10 years shall be forwarded to the subcommittee. In addition, the subcommittee also shall examine:

1. The most recent planning documents related to those portions of the annual reports that relate to achievement of the goals mentioned in prior planning documents.
2. Current syllabi for all sections of all courses in the program.
3. Any available information concerning community needs for graduates from the program and/or employability of alumni.

4. Current information on resources allocated to the program during the past five years, including full-time/part-time faculty mix with emphasis on the optimum full-time faculty composition for assuring that the program can achieve its mission.
5. Quantitative data, prepared by the university on graduation rates, course offerings, SFR, FTES over the past five years.
6. Student outcomes assessment information as it relates to the intended purposes of the academic program.
7. Such other evidence as the Ad Hoc Committee deems appropriate.

EFFECTIVE DATE: July 7, 2006
Supersedes: UPS 100.610 dated March 2, 1994
and ASD 06-92

Source: University Curriculum Committee