Los Angeles Mission College
Academic Senate

PROGRAM VIABILITY REVIEW PROCESS

Overview

- Program Viability Review is a Senate-directed process designed to ensure that the College's instructional resources are used to integrate the College's Mission, its Educational Master Plan, the needs of its students, and the requirements of the community it serves.

- Viability review involves a special process and is only invoked under unusual circumstances. This is not part of the regular Program Review process, and it is not a process that should be applied to all departments, disciplines, or programs in a regular fashion.

- The term "program" as it relates to this review process includes all degree and career technical state-approved certificate instructional programs (credit and non-credit), all specially funded programs, all instructional disciplines, and all departments or other campus units offering instruction.

- Board Rule 6803 requires that each college, in consultation with its Academic Senate, develop procedures for initiating and conducting a viability review of educational programs.

- Board Rule 6803.10, Education Code 78016, and Title 5, §51022(a) require that a viability review be conducted prior to program discontinuance (termination).

Copies of this *Program Viability Review Process*, signed by the College President, the Academic Senate President, and the AFT Chapter President (Article 17, & A.2 AFT Faculty Guild Collective Bargaining Agreement), shall be on file in the Office of Academic Affairs and the Office of the Academic Senate.

Leslie Milke
Academic Senate President

Louise Barbato
AFT Faculty Guild Chapter President

Dr. Monte Perez
College President

Date

Definitions

1. **Program Initiation:**
   The institution or adoption of a new program, a new discipline, or a new department.
   Viability Review is carried out only upon the recommendation of the Educational Planning Committee (EPC).

2. **Program Discontinuance:**
   The discontinuance (termination) of an existing program, discipline, or department.
   Viability review is required (BR 6803.10)**.**

3. **Program Modification and Improvement:**
   A plan of action to enhance the performance and effectiveness of an existing program, discipline, or department. Substantial curriculum changes to a program shall trigger this process as deemed necessary by the Curriculum Committee.
   Viability Review is carried out only upon the recommendation of the Educational Planning Committee (EPC).

4. **Departmental Reorganization:**
   The restructuring of an existing program, discipline, or department for greater effectiveness, including the joining or splitting of departments.
   Viability Review is carried out only upon the recommendation of the Educational Planning Committee (EPC).

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Viability review requests must first have been vetted through the appropriate Department(s), Administrator(s) and Council of Instruction (COI) prior to being placed on the Educational Planning Committee (EPC) agenda and/or the Academic Senate agenda. Evidence of vetting must be provided for the Academic Senate to consider constituting the Program Viability Review Committee.

I. Process

A. <u>Initial Request for Viability Review</u>

Viability review for program initiation, program modification/improvement or for departmental reorganization may be initiated by a written request to the Educational Planning Committee.

Viability review for discontinuance may be initiated by a written request to the Academic Senate President.

Written requests may be initiated by any of the following:
- College President;
- Vice President of Academic Affairs;
- Curriculum Committee Chair;
- Educational Planning Committee (EPC) voting member; and/or
- Academic Senate President.

B. Program Viability Review for Program Initiation, Program Modification/Improvement, Departmental Reorganization

Upon receiving the request and supporting documentation, EPC will review the information provided and make a recommendation to the Academic Senate President for one of two actions:

1. Approve without further review.
2. Refer for further review by the Academic Senate Program Viability Review Committee.

C. Program Viability Review for Discontinuance

Upon receiving the request and supporting documentation, the Academic Senate President, in consultation with the Academic Senate Executive Board, will review the information provided and refer the request to the Program Viability Review Committee.

- In general, program discontinuance should be recommended only after a serious attempt has been made to improve program effectiveness and efficiency, unless it is clear that future efforts at remediation are not warranted.

- Pursuant to Board Rule 6803.10, a viability review is **required** prior to program discontinuance and must include information gathered as listed in this document, as well as consideration of the following:
    1. The effects on students and student success if the program is discontinued.
    2. Provisions that can and should be made for students in progress to complete their training.
    3. The impact that discontinuance of the program will have on the comprehensiveness and balance of offerings across the college curriculum and within the district.
    4. How the program's discontinuance would impact the educational and budget-planning process used at the institution.
    5. How the program's discontinuance affects the region.
    6. The effects of the program's discontinuance on transfer to four-year colleges and universities.
    7. The effects of the program's discontinuance on local businesses and industries.
    8. The effects of the program's discontinuance on faculty and staff.

II. Program Viability Review Committee

The Program Viability Review Committee is a standing committee of the Academic Senate, constituted as needed, and **remains a working committee until review is completed and a recommendation is formally presented to the Academic Senate.**

> *Faculty within the discipline or program under review may NOT participate as members on the Viability Review Committee, but will serve as resources.*

Upon initiation by the Academic Senate, the Program Viability Review Committee will meet to complete the following:

1. Review will be completed within 90 days of the committee's initial meeting and the results reported to EPC for final comments.

2. The final report will be presented to the Academic Senate for approval and shall include the following:

    a. A summary of the process used by the committee;

    b. A review of all information gathered/data consulted *(see detailed information below)*; and

    c. Detailed recommendations for action, with a timeline.

3. Upon Senate approval, the Academic Senate President, in consultation with the AFT Chapter President, shall forward the Senate's decision to the College President. [Article 17, §A.2 AFT Faculty Guild Collective Bargaining Agreement]

    "The College President and College Academic Senate President shall make program discontinuance recommendations to the Board of Trustees for approval. The recommendation shall include a description of the viability review process and the reasons for the recommendation." [Board Rule 6803.10]

4. Final notification is forwarded to Academic Affairs (or the appropriate division) for information and implementation.

III. Information Gathering

Decisions made in the course of the viability study must be based on a broad and thorough investigation of factors relating to the benefits and/or challenges of a program for the students, the college, and the community served by L.A. Mission College. The viability committee must take into consideration information that exceeds simple measures of current student demand or weekly student-contact hours.

A. The following general types of information should be gathered, as needed, and weighed-in within the process of formulating the Committee's recommendations:

• Relation of the program to the college Mission.

• Relation of the program to the Educational Master Plan.

- Recent Program Review or accrediting agency recommendations.

- Measures of student demand.

- Measures of labor-market demand and/or program transferability.

- Measures of demand in the service area.

- Current program effectiveness (including a cost vs. benefit analysis).

- Information gathered from outside expert(s).

- Projected impact on overall educational program, students, faculty, college budget and community.

B. This review should include information gathered as detailed above, as well as any of the strategies listed below, <u>as is relevant</u>:

- Administration of surveys or focus groups.

- Solicitation of position papers from faculty, staff and students involved.

- Interviews (with faculty in the affected area and in related instructional areas, students and administrators).

- At least one well-publicized open forum allowing the campus and community members the opportunity to provide feedback.

- Consultation, as necessary, with District, regional, and State agencies and institutions overseeing specific types of programs, such as certain career technical education programs.

C. For Program Discontinuance, the final report must include material outlined in this section (III.A – III.B) as well as consideration of information as noted in section I.C above.