

Enhancement / Sunset Program Policy

This document addresses all instructional programs regardless of the area to which they report: Instruction, Student Services, or Administrative Services. It describes the process by which Glendale Community College will critically review a program for possible discontinuance, which may lead to elimination of the program or to recommendations for enhancement that will result in a viable program.

Glendale Community College is committed to support programs that fulfill the goals of the mission statement as they are elaborated in the Educational Master Plan. Programs with low or declining enrollment, decreasing demand for service, clear obsolescence, or other factors shall be considered for discontinuance. Primary consideration in the decision to consider discontinuance should be given to the service the program provides to the college and the community with emphasis on its relation to the mission of the college and educational master plan. While important, budget considerations should not be the primary consideration; in time of fiscal emergencies the principles of this document should be used as a guideline. Any member of the college community may contact the appropriate Vice President to request a program be considered for discontinuance if the request is accompanied by evidence supporting one or more of the criteria delineated below. If the appropriate Vice President concurs then the following process will be implemented.

- I. In evaluating an instructional program for revitalization, reduction, or discontinuance, the following criteria may be considered alone or in combination:
 - A. Low or declining enrollment:
 - A decline of 30% or more in census enrollment throughout the program over a two-year period (winter and summer sessions excluded).
 - Consistently low enrollments of 50% below the maximum fill rate capacity over a two-year period.
 - A new program that never reached the 50% fill rate.
 - B. Decreasing demand for service:
 - A decrease in the number of students pursuing that particular educational goal, based on actual enrollment “behavior” rather than student declaration.
 - Declining market/industry demand or community needs.
 - Advisory Committee recommendation.
 - Unavailability of the transfer major.
 - C. Clear Obsolescence:
 - No longer central to the college mission and educational master plan.
 - No longer in line with current technology.
 - Decline in importance of service to related disciplines.

D. Other Factors

- Poor rate for student achievement of program goals (i.e., completion rate, numbers of degrees and certificates).
- Programs without a full time faculty member.
- Impending retirement of all full time faculty in the program.

II. Once a program is considered for discontinuance, the Vice President of the affected program shall contact the respective Dean, Division Chair, Department Chair and the Head of the Program to notify them of this occurrence. The Vice President shall then create a task force consisting of the faculty members of the program, the respective Division Chair, the respective Dean (Task Force Chair), a representative of the Research and Planning Office, a counselor, and 3 tenured faculty appointed by the Academic Senate who are not members of the program in question. The Task Force shall identify the factors causing the decline and set a course of action. A separate task force shall be created for each program considered for discontinuance.

A. In keeping with the spirit of good intentions as well as future enrollment management and planning, the Task Force should consider the following factors:

1. Needs of the community
 - Jobs which this program leads to, including earning a living wage and needs of local employers.
 - Analysis of local labor market information through EDD and / or employer program advisory committees and surveys.
2. Validity of the program
 - The effect of program reduction on other programs, certificates, and interdisciplinary courses.
 - Reputation of the program.
 - Percentage of faculty who have documented updated skills (staff development, industry externships, conferences, classes, etc.).
 - Analysis of core indicators from the Chancellor's Office.
 - Flexibility of the program
 - Goals and requests of the most recent Program Review Report for the program.
3. Fiscal considerations
 - Evaluation of the FTES generated by program.
 - Possibility of other funding sources, such as grants or contributions from business and industry.

B. The Task force by consensus may:

1. Agree that the program is obsolete; in which case it will establish plans to discontinue and will attend to the needs of the students affected by the discontinuance. The needs of faculty and staff affected by the discontinuance as delineated by contractual obligations will be referred to the CSEA or the Guild.

2. Accept the program in its current state as it serves a community, instructional or training need.

3. Establish a process / plan to revitalize the program and a timetable to accomplish this. Resources shall be allocated by the Administration in order to improve enrollment or retention. Some areas to be considered are: in-depth revision of the program courses, update of facilities, and workshops (to provide re-training, changes in methodology / approaches to teaching, etc.). Other considerations will include Student Support Services, which promote student success and retention. When a program is recommended for revitalization a progress report will be made to the Senate and Academic Affairs by the Division affected before the end of the 3rd semester following the recommendation, excluding inter-sessions. If there has not been a significant improvement after four semesters of the implementation of the process, the Vice President of the area of the affected program shall reconvene the Task Force to determine if an extension should be granted.

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