
Board Policy
Chapter 4 – Academic Affairs

BP 4021 **Program Discontinuance**

References:

[Education Code Section 78016](#);

California Code of Regulations, Title 5, Section [s 51022 and 55130](#)

Each college will implement a procedure for program discontinuance that will be based on collegial collaboration among faculty, staff, and administration. These must include mechanisms to identify and evaluate potential district-wide consequences, and specify the points and mechanisms by which the two colleges will communicate regarding any potential program discontinuance.

Also see [BP 4020 Program, Curriculum, and Course Development](#); [AP 4020 Program and Curriculum Development](#); ~~Administrative Procedure 6015~~ [AP 4021 Program Discontinuance](#); [AP 4022 Course Approval](#); and [BP/AP 4220 Standards of Scholarship](#).

NOTE: This policy is **unique** to FHDA. The language in **black ink** is from current FHDACCD **BP 6015 Program Discontinuance** adopted on 3/12/12. The language in **blue ink** is included for consideration. The language in **yellow highlighting** is included to draw the reviewers' attention, and this language will be removed upon final approval. The language in **gray highlighting** was uniquely developed by FHDA and requires careful review by leaders and local district legal counsel to ensure the language remains accurate and legally compliant. **The legal citation language reflected after the page break (below) should be removed following review and revision.**

Adopted: 3/12/12

Revised:

[\(Replaces former FHDA BP 6015\)](#)



Legal Citations for BP 4021

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101149.5]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88933]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

PART 48. COMMUNITY COLLEGES, EDUCATION PROGRAMS [78015 - 79520]

(Part 48 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 1. Education Programs [78015 - 78084]

(Chapter 1 enacted by Stats. 1976, Ch. 1010.)

ARTICLE 1. General Provisions [78015 - 78016]

(Article 1 enacted by Stats. 1976, Ch. 1010.)

78016.

(a) Every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district to ensure that each program, as demonstrated by the California Occupational Information System, including the State-Local Cooperative Labor Market Information Program established in Section 10533 of the Unemployment Insurance Code, or if this program is not available in the labor market area, other available sources of labor market information, does all of the following:

- (1) Meets a documented labor market demand.
- (2) Does not represent unnecessary duplication of other manpower training programs in the area.
- (3) Is of demonstrated effectiveness as measured by the employment and completion success of its students.

(b) Any program that does not meet the requirements of subdivision (a) and the standards promulgated by the governing board shall be terminated within one year.

(c) The review process required by this section shall include the review and comments by the local Private Industry Council established pursuant to Division 8 (commencing with Section 15000) of the Unemployment Insurance Code, which review and comments shall occur prior to any decision by the appropriate governing body.

(d) This section shall apply to each program commenced subsequent to July 28, 1983.

(e) A written summary of the findings of each review shall be made available to the public.

(Amended by Stats. 1998, Ch. 365, Sec. 2. Effective January 1, 1999.)



Title 5. Education
Division 6. California Community Colleges
Chapter 2. Community College Standards
Subchapter 1. Minimum Conditions

5 CCR § 51022

§ 51022. Instructional Programs.

(a) Within six months of the formation of a community college district, the governing board shall adopt and carry out its policies for the establishment, modification, or discontinuance of courses or programs. Such policies shall incorporate statutory responsibilities regarding vocational or occupational training program review as specified in section 78016 of the Education Code.

(b) Within six months of the formation of a community college district, the governing board shall adopt and carry out its policies and procedures to provide that its courses and programs are articulated with proximate baccalaureate colleges and high schools.

NOTE: Authority cited: Sections 66700, 70901 and 78401, Education Code. Reference: Sections 70901, 70902 and 78016, Education Code.

HISTORY

1. New section filed 6-27-84; effective thirtieth day thereafter (Register 84, No. 26).
2. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
3. Editorial correction of HISTORY 2 (Register 95, No. 15).
4. Amendment of section and NOTE filed 3-15-2006; operative 4-14-2006. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

Title 5. Education
Division 6. California Community Colleges
Chapter 6. Curriculum and Instruction
Subchapter 2. Approval by the Chancellor
Article 1. Approval of Credit Educational Programs
5 CCR § 55130
§ 55130. Approval of Credit Programs.

(a) The governing board of each community college district shall establish policies for, and may approve, an educational program pursuant to articles 6 and 7 of subchapter 1 of chapter 6 of division 6, and the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a).

(b) The educational program submitted to the local governing board for approval shall contain the following components:

- (1) the name of the proposed program.
- (2) the description of the proposed program.



- (3) a list of all courses to be included in the program.
- (4) course outlines of record for all courses in the program.
- (5) the purposes and specific objectives of the proposed program.
- (6) an explanation of how the program is appropriate to the objectives and conditions of higher education and community college education in California and how it conforms to statewide master planning.
- (7) For career technical education programs, the following additional information must be provided to the district governing board:
 - (A) a list of other community colleges in the area currently offering the program;
 - (B) relation of the proposed program to regional labor market demand; and
 - (C) recommendations of career technical education regional consortia.
- (8) The need for and present adequacy of the following resources shall be determined in relation to the proposed program:
 - (A) library and media center resources;
 - (B) facilities and equipment required to initiate and sustain the program. If a new facility is to be used, reference should be made to the five-year master plan.
 - (C) availability of adequate or proposed financial support; and
 - (D) availability of faculty.
- (c) The chief executive officer, chief instructional officer, college academic senate president, and college curriculum committee chair of each college and/or district shall annually certify to the Chancellor, before the conclusion of each academic year, compliance with the following requirements related to the approval of credit programs:
 - (1) the curriculum committee and district governing board have approved each credit program pursuant to articles 6 and 7 of subchapter 1 of chapter 6 of division 6, and the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a);
 - (2) the college and/or district promptly reported all credit programs approved by the district governing board pursuant to this section to the Chancellor's Office Curriculum Inventory and Management Information Systems;
 - (3) college and/or district personnel involved in the credit program approval process, including members of the curriculum committee, were provided with training regarding the rules, regulations, and local policies applicable to the approval of credit programs, including, but not limited to, the provisions of articles 6 and 7 of subchapter 1 of chapter 6 of division 6, and the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a);
 - (4) the development, establishment, and evaluation of approved educational programs included representative faculty involvement.
- (d) The Chancellor may conduct reviews to ensure that colleges and/or districts are in compliance with the certification requirements identified in this section.
- (e) The Chancellor may, at any time, limit or terminate the ability of a district to approve or offer educational programs if he or she determines that a college and/or district has failed to comply with any of the conditions set forth in this section until such time a



college and/or district demonstrates compliance with the certification requirements identified in this section.

(f) In multi-college districts, the local governing board shall grant a program approval for a specific college.

(g) Before offering an Associate Degree for Transfer as identified in the Student Transfer Achievement Reform Act (Education Code section 66745 et seq.), the governing board of a community college district shall obtain approval of the Associate Degree for Transfer from the Chancellor in accordance with the Chancellor's Office Program and Course Approval Handbook, prepared, distributed, and maintained by the Chancellor consistent with subdivision 55000.5(a).

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66745, 70901 and 70902, Education Code.

History

1. Amendment filed 3-4-91 by Board of Governors of California Community Colleges with the Secretary of State; operative 4-5-91 (Register 91, No. 23). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
2. Editorial correction of History 1 (Register 95, No. 20).
3. Repealer and new section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).
4. Amendment of section and Note filed 7-20-2017; operative 8-19-2017. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2017, No. 31).