

BACKGROUND AND UNDERLYING CONCEPTS

This procedure is based on the guiding principles that:

- Program discontinuance is both academic and professional for local academic senates, and therefore requires participation in discussions and process of local academic senates;
- Criteria used to assess program viability and all procedures involving such assessment are clearly articulated and transparent
- Insofar as the procedure impacts employment, it is a matter of collective bargaining in all cases, and as such the Faculty Association will be given the necessary time to resolve collective bargaining issues in accordance with the provisions set forth in the FA Agreement;
- Discontinuance of a program at one college may also ultimately affect programs or faculty at the sister college, and therefore must be considered in the context of impact for both colleges;
- Considerations of program discontinuance are distinct from program improvement.

Vital academic considerations include the following:

- Effects on students;
- Education and budget planning;
- Issues of regional coordination for occupational programs
- Community workforce and economic development needs

PROCEDURE

1. Each college shall implement policy and procedure which explicitly identify:
 - a. criteria that might trigger concerns about program viability;
 - b. mechanisms and timing of communication and collaboration processes which are inclusive of program faculty and administrators; and
 - c. mechanisms by which program viability problems might be remedied as an alternative to discontinuance;
 - d. the timing for communication with administrators and faculty via the Academic and Professional Matters (APM) committee, to identify programs at the sister college that might be affected and to explore the possibility of merging/absorption by the sister college
2. If one of the colleges determines through its shared governance process that program discontinuance is necessary, all of the following will occur:
 - a. Written formal normal notice will be sent to program faculty, the Faculty Association, and Classified Union. The timing of notification shall be in accordance with Article 15 of the FA Agreement;
 - b. College faculty and administrators will collaborate to develop a phase-out plan to be brought to APM for discussion and feedback. This phase-out plan will include provisions to ensure that:
 - i. there is timely and ongoing communication with affected faculty and staff

- ii. all students currently in the program have the opportunity to complete the program and are appropriately counseled, and
- iii. the Faculty Association has time to resolve contractual issues for faculty in the affected program in accordance with Article 15 of the FA Agreement

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