

PaRC Approved District Board Policy and Administrative Procedures
(See minutes 11/16/2011)

Board Policy

Each college will implement a procedure for program discontinuance that will be based on collegial collaboration between 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.

Administrative Procedure

1. Each college shall implement procedure which explicitly identify:
 - a. criteria that trigger concerns about program viability;
 - b. mechanisms and timing of communication and collaboration processes which are inclusive of program faculty, staff 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, staff and faculty via the Academic and Professional Matters (APM) committee and CAC 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 notice will be sent to program faculty and staff, the Faculty Association, and Classified Unions. The timing of notification shall be in accordance with respective agreements;
 - b. College faculty, staff and administrators will collaborate to develop a phase-out plan to be brought to APM and CAC 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 bargaining units have time to resolve contractual issues for faculty and staff in the affected program in accordance with their respective contracts.