

**This draft is for discussion at the August 8, 2012 meeting of IP&B. The final draft will go to PaRC for a first read in October and a second read in November. Constituent representatives on PaRC will share the drafts at their shared governance meetings and will bring their input and feedback to the PaRC meeting in November. The finalized and approved processes will go into effect in Spring 2013, when the Program Review Committee reports on their evaluations to PaRC.**

Definitions:

**Extreme Financial Hardship**

An Extreme Financial Hardship (EFH) is declared formally by the Board of Trustees.

**Program Discontinuance: Academic Program**

An Academic Program is defined as a state approved degree or certificate or a series of basic skills courses that serve as a pathway to degree or certificate completion.

\*\*\* Non state-approved certificates have a December 2012 deadline to apply for state approval, and must be approved and published for Fall 2013-2014 Academic Year..

**Program Discontinuance: Student Services Program**

A Student Services Program is defined as an offering of student services that primarily serve a non-instructional function and/or does not qualify as an Academic Program as defined above.

**Program Discontinuance: Administrative Unit**

An Administrative Unit is defined as an offering of support services, primarily supporting faculty and/or staff, indirect student support, and/or does not qualify as an Academic Program as defined above.

Procedures:

**Extreme Financial Hardship**

- 1) Once the Board of Trustees has formally declared an extreme financial hardship the college will follow the following process:
  - A) The President shall notify the college as a whole, as well as PaRC, that the official EFH has been formally declared by the Board.
  - B) The President and Cabinet will review the financial details of the announcement, including how much the college must cut, and the required timeline, and bring a preliminary discussion draft to PaRC.
    - The discussion draft will address the potential steps that the college will take to address the EFH. The draft will identify areas of potential reductions incorporating data from program reviews, existing PRC summaries, and will include any other pertinent data.
  - C) This discussion draft, along with PaRC's questions and comments, will be circulated through the shared governance committees and groups.
  - D) To the extent that the timeline allows, PRC and PaRC will have the opportunity to suggest other alternatives, and to vet those with governance groups and stakeholders.
  - E) In the event that the timeline does not allow steps A-D to unfold, the Cabinet, including a member from the Academic and Classified Senates and/or the Planning

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and Resource Council could take immediate steps (*This is the current language in  
the governance handbook, pg. 17*).

### **Program Remediation, Suspension & Discontinuance**

- 1) All programs will complete a comprehensive program review on a three-year cycle. These program reviews will be reviewed and evaluated by PRC, as well as any program reviews that have been identified for an out of cycle review during their annual review and any program on remediation. Evaluation of Program Reviews will include the following:
  - a. Using program review data, the PRC will categorize each program as Green, Yellow or Red. The PRC will present a summary of their evaluations and recommendations to PaRC,
  - b. PaRC may accept the recommendations and/or request further information and clarification from the PRC. PaRC may then recommend program remediation, one-year suspension or discontinuance to the President.
  - c. The President will either accept PaRC's recommendation, or explain his/her reasons for not accepting PaRC's recommendation.
  
- 2) If remediation is the final recommendation, all of the following will occur:
  - a. Program faculty and staff must collaborate with administrators to develop a remediation plan to address the area(s) of concern that explicitly identifies goals, benchmarks and timelines, and this plan must be accepted by PRC and PaRC.
  - b. The next program review must address implementation efforts and progress and will be reviewed by the PRC and ultimately PaRC. Programs on remediation that do not meet stated benchmark goals by the next cycle may be brought back to PaRC as a continued Yellow, or may be identified as Red in the next cycle.
  - c. If PaRC affirms that a program is on continued yellow or red status, they may recommend to the president to extend the remediation plan for one more year, suspend the program for a year or to initiate the program discontinuance process.
  - d. The President will either accept PaRC's recommendation, or explain his/her reasons for not accepting PaRC's recommendation.
  
- 3) If suspension is the final recommendation, all of the following will occur.
  - a. The college will follow Board Policy 6015 to allow for students to complete their educational plans through limited offerings, course substitutions or other agreed upon options and adhere to the communication guidelines and timelines with De Anza, the district, and the collective bargaining units.
  - b. During the year suspension, the program will be evaluated again by PRC and assigned a green, yellow or red. PaRC can then recommend reactivation of the program or to initiate the program discontinuance process.
  - c. The President will either accept PaRC's recommendation, or explain his/her reasons for not accepting PaRC's recommendation.

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- 4) If discontinuance is the final recommendation, all of the following will occur, depending on how the program is defined.
  - a. Administrative Unit:
    - i. As per Board Policy 6015 1.D ([see full policy here](#)), the President will share the timeline with affected administrators, staff and faculty regarding the communication to APM and CAC for discussion and feedback, as well as provide written formal notice to program faculty and staff, and appropriate bargaining units.
  - b. Academic Program:
    - i. As per Board Policy 6015 1.D ([see full policy here](#)), the President will share the timeline with affected administrators, staff and faculty regarding the communication to APM and CAC for discussion and feedback, as well as provide written formal notice to program faculty and staff, and appropriate bargaining units and collaborate on a plan to allow for students to complete their educational plans through limited offerings, course substitutions or other agreed upon options
    - ii. Another route for “Orphan departments,” example: Astronomy? This was brought up at an IP&B meeting in Spring.
  - c. Student Services Program:
    - i. As per Board Policy 6015 1.D ([see full policy here](#)), the President will share the timeline with affected administrators, staff and faculty regarding the communication to APM and CAC for discussion and feedback, as well as provide written formal notice to program faculty and staff, and appropriate bargaining units.

**Program Creation (Current Language in GHB, page 17 in black, new draft language in red)**

1. Divisions or program areas identify new programs, significant program expansions, or other initiatives, which would be viable, and meet emerging student needs. This identification could be based on program review, changing demographics or workforce needs, developing technologies, etc.
2. Funding sources could stem from the Divisions absorbing start-up costs or from funding requested through the Resource Allocation Process. Deans or program leaders could write a rationale for permanent “B” budget funding, to be submitted through the Resource Allocation Process. Funding would follow the normal Resource Allocation Process, with the potential of seed funding through the “Fast Track to Innovation.”
3. A new academic program request to create a new degree or certificate of any unit value must be submitted by the Division dean to the appropriate governance bodies for review
  - a. All CTE programs (defined by TOPS code) should submit a program plan, along with employment data and other relevant information to the Workforce work group for discussion and feedback.
  - b. Transfer programs should submit a program plan, along with articulation and transfer data, to the Transfer Work group for discussion and feedback.
  - c. The program plan and the feedback from the work group should be forwarded to the Vice Presidents to determine if there are adequate resources (B budget, faculty, staff, facilities) to offer this new program.

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- d. This information comes to PaRC for final recommendation to the President.
  - e. If the determination is yes, then the program faculty will prepare and submit a program application to the College Curriculum Committee.
4. All new programs will complete program review in the following annual cycle and begin assessing student learning outcomes on an annual basis once the courses have been taught.