

Sierra College

ADMINISTRATIVE PROCEDURE

AP 4023

Strategic Reduction of Educational Programs

Date Adopted: 12/07/2012

Date Revised:

Date Reviewed: 5/12/2017

References: Title 5 Section 55000(g); California Education Code §66010.4

The District shall follow the process identified herein when downsizing of the institution is necessary. These guidelines will be applied when a strategic reduction is warranted and will be administered in addition to, or in place of, the District's Program Vitality Process (Administrative Procedure 4021). Administrative Procedure 2110 was developed by the Academic Senate of Sierra College in collegial consultation with the District's administration. It provides a deliberative process to reduce educational programs and it will be administered with the understanding that educational program planning drives the decisions of the District.

When educational program reductions are undertaken, the following will be considered: Basic Skills, CTE, Transfer, Athletics, services, staffing, facilities, and instructional modalities. When modifications and/or reductions to educational programs occur, it is expected that modifications and/or reductions will also occur in non-instructional areas of the District.

Programs

Title 5 §55000(g) defines an educational program as, "an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education."

California Community College Mission

California Education Code §66010.4:

The missions and functions of California's public and independent segments, and their respective institutions of higher education, shall be differentiated as follows:

- (a) (1) The California community colleges shall, as a primary mission, offer academic and vocational instruction at the lower division level for both younger and older students, including those persons returning to school. Public community colleges shall offer instruction through but not beyond the second year of college. These institutions may grant the associate in arts and the associate in science degree.

- (2) In addition to the primary mission of academic and vocational instruction, the community colleges shall offer instruction and courses to achieve all of the following:
- (A) The provision of remedial instruction for those in need of it and, in conjunction with the school districts, instruction in English as a second language, adult noncredit instruction, and support services which help students succeed at the postsecondary level are reaffirmed and supported as essential and important functions of the community colleges.
- (B) The provision of adult noncredit education curricula in areas defined as being in the state's interest is an essential and important function of the community colleges.
- (C) The provision of community services courses and programs is an authorized function of the community colleges so long as their provision is compatible with an institutions ability to meet its obligations in its primary missions.
- (3) A primary mission of the California Community colleges is to advance California's economic growth and global competitiveness through education, training, and services that contribute to continuous work force improvement.
- (4) The community colleges may conduct to the extent that state funding is provided, institutional research concerning student learning and retention as is needed to facilitate their educational missions.

Guiding Principles to be used in the decision-making process

- Centrality of the program to the mission of the California Community colleges and the mission and values of the Sierra College district.
- Maintain student pathways and the diversity of the district's offerings.

Criteria to be considered in the decision-making process

1. Program no longer meets industry needs, lacks demand in current job market, and/or is not considered an emerging industry or career.
2. Program no longer aligns with transfer or General Education requirements.
3. Significant decline in program enrollment over at least a two-year period.
4. Insufficient resources/facilities to reasonably support the program at a sufficient level of quality.
5. Measurement of student demand (such as enrollment, fill rate, degrees/ certificates awarded or surveys).
6. Availability of similar programs elsewhere in the region.
7. Legal constraints.

Process

1. When it is agreed by Strategic Council that a substantial downsizing of the institution is required, Strategic Council will recommend the Executive Team use the criteria listed herein to identify instructional programs for reduction or discontinuance.
2. The Executive Team will develop a list of programs for potential reduction or discontinuance.
3. In the process of developing the recommendations, the Executive Team will consult with the appropriate Educational Administrator for each program under consideration in order to validate data and/or provide additional narrative evidence.

4. The Executive Team will then provide the Board of Trustees with a list of programs recommended for reduction or discontinuance, supported by evidence/data that substantiates the recommendation and explains the relationship between the decision and the criteria in Administrative Procedure 4023.
5. For programs recommended for discontinuance, the Board of Trustees will review and approve/modify/reject the recommendations.
 - a. If the Board of Trustees modifies or rejects a recommendation, it will provide a concise explanation for the decision, referring to the criteria contained in Administrative Procedure 4023.
 - b. If the Board of Trustees approves a recommendation for program discontinuance, the Executive Team will then develop a process and timeline for implementation.
 - c. Every effort will be made by the Executive Team to notify in a timely, respectful and sensitive manner, those employees directly affected.