SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL

Title:	**Number:**
CITY COLLEGE OF SAN FRANCISCO PROGRAM REVITALIZATION, SUSPENSION, DEACTIVATION/REACTIVATION, AND DISONCONTINUANCE	**BP 6.17**
Legal Authority: **California Education Code Section 78016 and California Code of Regulations Title 5, Sections 51022 and 55130**	

Definitions

Educational programs are of multiple types:

An instructional program is defined as an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, and a license, the acquisition of selected knowledge or skills, or transfer to another institution of higher education." Examples:

- Degree/certificate programs (such as the AA-T in Communication Studies or the Sustainability Certificate)
- Departmental programs (such as Astronomy or Music)

A student support services program starts with outreach that promotes the community college pathway as a viable option. It is defined as a wide variety of services whose purpose is to promote student development and civic engagement, ensure successful completion of the matriculation process, assist in the choice and attainment of an educational goal, and enhance student learning through ongoing support in areas such as counseling, tutoring, financial aid services, and career and job development.

A program revitalization plan articulates specific interventions designed to improve the viability and responsiveness of the program. The plan shall include expected outcomes and a timeline during which the interventions will occur.

A program continuance recommendation recommends that a program continue without any specific requirements for changes to the program. No timeline is needed.

A program discontinuance plan recommends that the college cease to offer a program. Program discontinuance can be recommended only at the conclusion of the established collaborative process that analyzes appropriate data and applies established criteria. The plan

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must include provisions for students already enrolled to complete their education in a timely manner with a minimum of disruption.

A program suspension plan recommends that the college suspend a program for one semester to three years. Program suspension can be recommended only at the conclusion of an established collaborative process that analyzes appropriate data and applies established criteria. The plan must include provisions for students already enrolled to complete their education in a timely manner with a minimum of disruption.

A program deactivation affects only degrees and certificates. It automatically occurs during catalog creation each year, follows established procedures, and is a temporary deactivation in our curriculum management system and removal from the catalog until the department can reactivate the program. **Program reactivation** happens through normal Curriculum Committee processes as described in the Curriculum Handbook: originators from within the department create a new program proposal, update it to ensure it continues to meet currency, accuracy, and state, federal, and accreditation/licensing requirements, and submit it to the Curriculum Committee for approval of these majors and certificates may require state reapproval before they can be offered. The department may need to work with the Curriculum Specialist and Office of Instruction to process that reapproval paperwork.

I. **Policy**

City College of San Francisco is committed to providing excellent educational programs that prepare students to meet the challenges in their chosen field. The College shall develop and implement a Program Revitalization, Suspension, Deactivation/Reactivation, and/or Discontinuance Procedure (PRSD Procedure) to assure that the College's resources are used in support of programs that are appropriate to the mission, serve a need, meet curriculum standards, are maintained at a sufficient level of quality and currency, and comply with state or federal law, licensing laws for particular occupations and accreditation standards.

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a. Degree or Certificate Deactivation/Reactivation: Since deactivation/reactivation by definition occurs as part of continuing curriculum updating and compliance, procedures for this are distinct from revitalization, suspension and discontinuance.
b. Revitalization, Suspension, Discontinuance:

If there is evidence that a program no longer meets the above requirements, the PRSD Procedure will be followed to determine whether the program shall be deactivated, suspended, or discontinued.

Program discontinuance occurs through the analysis of appropriate data, application of established criteria, assessment of impacts on student learning, and provision of a recommendation to the governing board as to whether the program should be continued, discontinued, revitalized, or suspended. A recommendation to suspend, revitalize or discontinue a program shall include an assessment of impacts on students, on employees, and on other programs.

A recommendation to discontinue or suspend a program must include recommended provisions for enrolled students to complete their education in a timely manner with a minimum of disruption. The contractual rights of employees affected by the revitalization, suspension or discontinuation of a program shall be respected.

Programs shall not be discontinued or suspended without following the PRSD Procedure.

The PRSD Procedure shall include provisions for an expedited process to be used if a program is under immediate threat because of damage or loss of suitable facilities, loss of and inability to replace sufficiently qualified employees to maintain the program, or dire financial emergency.

III. Appropriate Evidence, Criteria and Personnel for the Program Revitalization, Suspension, Deactivation/Reactivation, Discontinuance Procedure

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Deactivation of degrees/certificates, based on a lack of currency, accuracy, or compliance with state, federal, or accreditation/licensing standards or loss of integrity (too many courses in the program are no longer active), is supported by District records, curriculum management system records, and applicable CCSF, state, and federal regulatory and standards documents. Deactivations will be documented by the Office of Instruction and provided to the Curriculum Committee for their minutes. This document will include a description of why each deactivation happened and what is required to reactivate each of these same degrees/certificates.

For program revitalization, suspension, or discontinuance, ~~B~~ both quantitative and qualitative data shall be used as a basis for making informed recommendations. Evidence for the PRSD Procedure shall incorporate the following as appropriate:

- Recent Program Review reports
- Evidence of student learning, including program SLO assessment work and attainments by current and former students in the program
- Student achievement data, such as completion, persistence, retention, and success
- Productivity data, such as FTES per FTEF
- Participation of underserved students in the program.
- Evidence of workforce demand and/or advisory committee recommendations
- Evidence of impact on other programs
- Evidence of student satisfaction
- Other types of information recommended by the Academic Senate or by the Governance Council

The following criteria to be used for assessing programs for revitalization, suspension, discontinuance are based on the Program and Course Approval Handbook (PCAH), published by the California Community Colleges Chancellor's Office:

- Is the program appropriate to the mission of the college?
- Does the program serve a need?
- Do the components of the program meet curriculum standards and/or accreditation standards?

Adopted: 5/23/2013

Revised: 10/24/2019

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- Does the college have adequate resources to support the program at a sufficient level of quality?
- Is the program in compliance with federal and state laws and regulations and/or with licensing laws for an occupation, if relevant?

Additional criteria to be considered may include:

- How will institutional student learning outcomes be affected by the continuation or discontinuation of the program?
- What impact will the continuation or discontinuation of the program have on diversity at City College?
- What effect do changes in technology have on the efficacy of the program?
- What impact do long term trends in the demographics, economy, and labor markets of San Francisco and the Bay area have on the need for the program?
- Other criteria recommended by the Academic Senate related to curriculum, educational program development, or student preparation and success.
- Other criteria determined by the Program Revitalization, Suspension, Discontinuance Committee (PRSD Committee) to be relevant for assessing the viability of a particular program.

In accordance with CCSF Board Policies 2.07 and 2.08 and with ACCJC/WASC Accreditation Standards, the PRSD Procedure shall specify appropriate roles for students and staff to provide input into institutional decisions that will affect them. The procedure shall specify appropriate roles to enable the College to rely on faculty and academic administrators for recommendations about student learning programs and services.

IV. Authority and Responsibility

The Chancellor is authorized to establish the Program Revitalization, Suspension, Deactivation/Reactivation, or Discontinuance Procedure (PRSD Procedure) in collegial consultation with the Academic Senate and other constituent groups.

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The PRSD Procedure shall be used to make recommendations concerning particular programs to the Board of Trustees. The Board of Trustees shall review recommendations, plans, and accompanying materials before making a determination to revitalize, suspend or discontinue a program. When the board makes the final decision to suspend or discontinue a program, the board members are responsible for responding to concerns from the community and upholding the collegial processes used to come to that conclusion.

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