



Program Discontinuance and Reprieve Assessment

PROGRAM DISCONTINUANCE

College representatives shall review programs and disciplines during each program review cycle for student outcomes, completion rates, student satisfaction with instruction, student job placement, and employer satisfaction as part of the college's continuing efforts to provide quality instruction. Such reviews are instrumental in pinpointing program start-up, opportunities, and possibly program discontinuance needs. Although discontinuing a program is very rare at the institution, circumstances such as consistent low enrollments, employment concerns, and employer needs may be areas of consideration as some examples.

The process of discontinuing a program must subscribe to several steps, beginning with a one to two year study of enrollment trends. During this time, representatives of the program and college must attempt to "grow" the program and increase enrollment, and other indicators that are given by the college's administration. The program's faculty and administration need to work together to develop a plan of action that includes activities, accountability, and outcomes that that will be used to "grow" programs. Where appropriate, a community assessment and input should be considered before program of course closure (e.g. advisory committees, trends at other colleges, Career Start enrollment, job placement rates, etc.). Another alternative to total discontinuance should include the examination and review for changing the program offerings, or the option of changing a program from a degree to a certificate, and examining similar program offerings, courses, and trends within the state system. Finally, while retention and completion rates must undergo review and examination, these criteria should not be the only measure of program or course success. The college must also consider such elements as non-traditional enrollment, articulation, transferability, student and employer satisfaction, and our mission statement, any of which contribute to a program's viability and, thus, offset issues of retention and completion. The college may also examine the leadership, faculty, and instruction of the program.

If, after a thorough examination of the above variables and issues, college officials decide upon course of program discontinuance, degree-seeking students affected by the decision must receive two year's notice to allow completion of certificate and degree options.

PROGRAM DISCONTINUANCE CONSIDERATIONS:

- Continued low enrollment (2 years or more)
- Degree vs. certificate options (keep program and change offerings to meet current trends)
- Community assessment before closure where appropriate
- Whether or not PPCC is the only college/program in the Pikes Peak region to offer course work/discipline
- PPCC program competition in the region
- Whether or not the college has attempted to "grow" a program or course before deciding to discontinue it
- Colorado Community College System recommendation
- Low completer and retention rates
- Low job placement or related employment rates and opportunities
- Insufficient community/employer support
- Recommendation by the CTE advisory board
- Revenue vs. program costs and needs

PROGRAM DISCONTINUANCE PROCESS

The college should annually review each program to determine its continuing viability, and if a program proves not viable, steps for discontinuance should follow. The primary factor motivating program discontinuance is the statistical data available on each program. However, a statistical analysis is only to be used as an identifier of possible problems within a program. Programs with low numbers will not specifically be marked for discontinuance as a number of other determining criteria also apply. In addition, the college must adhere to program discontinuance guidelines before it can eliminate a program. The VPIS decides whether or not to delete a program based upon the criteria included in this plan and discussion with the appropriate dean and associate deans of the program.

Programs and disciplines will be scored on a scale of 1 to 5. If it is determined that the program is no longer viable, the particular instructors and dean should review the program/discipline and meet with the advisory board to determine if the program can be redesigned. The program would then be granted a one-year reprieve in order to gain compliance to the college's recommended indicators. If a program continues to score low in the second year, PPCC could opt to discontinue the program. Since the process of officially discontinuing a program requires up to an additional two full years, that period would begin at this time.

PROGRAM PHASE-OUT

When a program reaches the discontinuation decision point, a Phase-Out Plan will be developed in accordance with guidelines as stated in the Colorado Department of Higher Education's *Policy and Procedures for the Discontinuance of Academic Degrees with Low Program Demand* Section 1, Part G, 4.00 and the HLC's institutional teach-out arrangement policy (FDCR.B.10.010).BP 3-20 and 3-22. The primary concern at this stage is to maintain the integrity of educational services to students during the phase-out period and to provide assistance to students to assure, insofar as possible, that they have the opportunity to complete the program. The academic division shall also identify and reach out to all non-completer students for the past three years. An assessment of each student's academic plan will be reviewed and assessed. Programs that offer a two-year degree will be granted a maximum two-year mandatory window for program closure. Certificate programs will be assessed by both the administration and program Department Chair.

ONE-YEAR REPRIEVE ASSESSMENT (GROWTH) PERIOD

The following indicators have been identified by the college's administration as areas where the program must make improvements within a one-year period. The department must submit documentation to the division Dean and appropriate Associate Dean within a one-year period. The division Dean may want to schedule a six-month progress check with the program Chair to review the progress. The information provided by the department will be reviewed by the college's administration, followed by a formal meeting arranged by the VPIS to include faculty of the department. The college administration may determine/recommend program continuance with required programmatic progress checks to monitor and assist the program with continual development.

ONE-YEAR REPRIEVE GOAL PLAN

Program Name: _____

Program Options: _____

Date: _____

Improvement area #1 _____

Improvement area #2 _____

Improvement area #3 _____

Improvement area #4 _____

Improvement area #5 _____

ONE-YEAR REPRIEVE ASSESSMENT DEPARTMENT SUMMARY REPORT

(To be filled out by the department after the completion of the one-year reprieve)

Program Name: _____

Program Options: _____

Date: _____

Improvement area #1 _____

Program response to improvement area #1

Improvement area #2 _____

Program response to improvement area #2

Improvement area #3 _____

Program response to improvement area #3

Improvement area #4 _____

Program response to improvement area #4

Improvement area #5 _____

Program response to improvement area #5

- Please submit supporting data associated with each improvement area. This information will be assessed by the college's administration to determine the outcome of each specified indicator.

ONE-YEAR REPRIEVE ADMINISTRATION SUMMARY REPORT

(To be filled out by administration)

Program Name: _____

Program Options: _____

Date: _____

Initial date One-Year Reprieve Assessment (Growth) Period _____

Initial date One-Year Reprieve Assessment Department Summary _____

Improvement area #1 _____ Rate score: _____

Administration response to department's improvement area #3

Improvement area #2 _____ Rate score: _____

Administration response to department's improvement area #2

Improvement area #3 _____ Rate score: _____

Administration response to department's improvement area #3

Improvement area #4 _____ Rate score: _____

Administration response to department's improvement area #4

Improvement area #5 _____ Rate score: _____

Administration response to department's improvement area #5

Total Rate Score: _____

Scale: 1-5

1= continued decline

2= no improvement but no additional decline

3= slight improvement

4= above average improvement

5= excellent improvement

Progress check needed for non-discontinued status? ____ Yes ____ No

Date for progress check: (quarterly, semi-annual, annual, other): _____

Current Program Approval Status with CCCS: _____

Renewal Date: _____

Progress check

Comments: _____

Decision to Discontinue the Program: ____ Yes ____ No

Program Department Chair

Date

Academic Division Dean

Date

Vice President of Instructional Services

Date

President

Date