Pikes Peak State College (PPSC) Educational Procedure

EP 202– Program Discontinuance and Reprieve Assessment

Originated:
unknown

Revised:
September, 2024
December, 2023

References:

Policies - Colorado Department of Higher Education: *Policy and Procedures for the Discontinuance of Academic Degrees with Low Program Demand* (Section 1, Part G, 4.00 Process and Procedures)

HLC Approval of Teach-Out Arrangements: (FDCR.B.10.010) policy

CCCS Policies & Procedures BP 3-20 Due Process for Faculty and SP 9-30d – Requirements for Graduation and Credentialing.

Approved By:

Jacquelyn Gaiters-Jordan
Vice President for Instructional Services, Pikes Peak State College

_____
Jacquelyn Gaiters-Jordan (Mar 6, 2025 10:44 MST)
Signature

03/06/2025
Date

Joseph Miller
Faculty Senate President, Pikes Peak State College

Joseph Miller
Signature

03/06/2025
Date

Deidre Schoolcraft
EP Committee Co-Chair, Pikes Peak State College

_____
Deidre Schoolcraft (Mar 6, 2025 10:47 MST)
Signature

03/06/2025
Date

I. Purpose:

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.

II. Scope:

This Educational Procedure applies to all PPSC department/program chairs, executive deans, and vice president for instructional services (VPIS).

III. Procedure:

A. 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 PPSC is the only college/program in the Pikes Peak region to offer course work/discipline
- PPSC 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

B. Processes/Timeline

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 VPISdecides whether or not to delete a program based upon the criteria included in this plan and discussion with the program's executive dean and associate dean(s).

1. Annual Program Viability Screening

Each year, executive deans will prepare a list of all programs in their division that fall below standard benchmarks as reported in annual program snapshots. Benchmarks include FTE, number of majors, fill rates and other factors (see annual screening form). The dean of each division will compile a report listing each program that doesn't meet minimum benchmarks, including a recommendation to enter a formal program viability study or to continue without further discussion for the upcoming academic year. The VPIS will review and decide next steps.

2. Annual Program Viability Screening Timeline

- **October 15**: Program Snapshots provided to deans/divisions. Executive deans review with department chair/faculty and complete Program Viability Screening Forms for all programs in their division.
- Programs meeting all benchmarks need no further actions or reporting.
- Programs failing to meet benchmarks should be reported to the VPIS.
- **December 15**: Program Viability Screening Forms for all programs that do not meet all benchmarks (and deans' recommendations) due to VPIS.

3. Formal Program Viability Study

If the VPIS determines that a program identified in the annual screening process may not be viable, they will request a formal Program Viability Study, requesting additional information from the division leadership and chair/faculty. Over the course of the spring semester, this team will meet to discuss. At the end of the spring semester, the VPIS will issue a decision to continue the program without changes, modify/restructure the program, or enter a reprieve year.

4. *Formal Program Viability Study Timeline*
- **February 1:** VPIS to notify executive deans of any programs identified for a Formal Program Viability Study, possible program discontinuance/restructuring, and provide a list of additional information needed to make a decision.
- **February-May:** Dean and program faculty/chairs to provide additional information to VPIS, meet to discuss.
- **May 15:** VPIS notifies executive deans of decision to enter a reprieve year or to modify/restructure the program.
- **May-August:** For any program entering a reprieve year, executive deans will work with faculty and chairs to complete a Reprieve Plan.

5. *Reprieve Year*

If a program is identified for possible discontinuance, the executive dean must create a Reprieve Year Plan listing the benchmarks/goals to be met in the reprieve year. At the end of the reprieve year, the dean will submit a final report to the VPIS listing the program's success in meeting benchmark goals and the division's recommendation to continue, modify/restructure or discontinue the program. The VPIS will review the division's recommendation and issue a decision.

6. *Reprieve Year Timeline*
- **September 1:** Reprieve Plans due to VPIS (Reprieve year begins).
- **December 15:** Executive deans report mid-year progress to VPIS.
- **May 1:** Deans submit final report and division recommendation to VPIS.
- **May 15:** VPIS notifies executive deans of decision to continue, restructure/modify, or discontinue program.

7. *Program Discontinuance and Phase-out*

According to the CCHE's Discontinuance Policy of Academic Programs, the college must assure that enrolled students have a reasonable opportunity to complete the degree requirements of a discontinued program. This is defined by SP 9-30d as providing declared students in the program with 150% of the amount of time it would take a full-time student to complete the program. 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 programdepartment chair.

The college consistently submits program deletions to the PPSC Curriculum Committee which have been recorded in the Curriculum Committee Index (available in the Curriculum Committee SharePoint site accessible via the PPSC employee portal). The college will develop a plan to

phase out the program appropriately (form below) and will make every effort to identify employment opportunities within the college for affected faculty, with a guarantee of one year of employment at no reduction of pay.

C. Plan and Report Forms

Annual Program Viability Screening Form

Division: Program:

Executive Dean: Date:

Executive Deans complete this form for any program in their division that does not meet one or more of the following criteria Benchmarks ***Met/Not Met.***

CRITERIA

- Annual **FTE is at or above 20**

   Program Value _____   Met ☐   Not Met ☐

- Annual **Retention Rate** (defined as year-over-year student retention, unduplicated, excluding completers) is **at or above 60%**

   Program Value _____   Met ☐   Not Met ☐

- Number of **Degrees + Certificates Awarded** is **above 10**

   Program Value _____   Met ☐   Not Met ☐

- Annual Total Unduplicated **Headcount** (any student completing at least one course owned by this program in the AY) is **at or above 100**

   Program Value _____   Met ☐   Not Met ☐

- Annual Average Course **Fill Rate** is **at or above 60%**

   Program Value _____   Met ☐   Not Met ☐

- **None of the criteria above have declined by 25%** or more during the last five-year period.

   Program Value _____   Met ☐   Not Met ☐

Narrative/other factors:
[List here]

Dean's Recommendation (Choose One)
☐   No Action-Program is viable
☐   Plan for Improvement (Minor changes, report on results in the following year, no formal action)
☐   Identify for Potential Program Discontinuance (Enter Reprieve Year)

VPIS Decision
☐   No Action-Program is viable
☐   Plan for Improvement (Minor changes, report on results in the following year, no formal action)
☐   Identify for Potential Program Discontinuance (Enter Reprieve Year)

One-Year Reprieve Plan and Report

Program Title:
Degrees and Certificates offered:

Start Date: End Date:

GOALS for improvement:

Add or subtract to/from the following list as appropriate and approved by the VPIS;

Student Enrollment Goal (total number of students): _____   Met☐   Not Met ☐

FTE Goal: _____   Met☐   Not Met ☐

Completion/Retention Goal: _____   Met☐   Not Met ☐

Declared Majors Goal: _____   Met☐   Not Met ☐

Employment/Transfer Goal: _____   Met☐   Not Met ☐

Program Cost/Revenue Goal: _____   Met☐   Not Met ☐

Other Considerations
[List here]

Plan Approval-Beginning of Fall Semester
[ED's Name]
Executive Dean, Division, Pikes Peak State College

Signature   Date

Jacquelyn Gaiters-Jordan
Vice President for Instructional Services, Pikes Peak State College

Signature   Date

Decision -End of Spring Semester (select one)
☐ Continue program
☐ Modify or restructure program (describe below)
☐ Discontinue program-begin Teach Out
☐ Continue to monitor for one additional year (will require a new reprieve plan)

Narrative/Comments (supporting VPIS decision and/or plans for modification/restructuring of program)
[List here]

Program Discontinuance Phase-Out Plan

Notification
- How will the decision to discontinue the program be communicated to the faculty and chairs? [List here]
- What other systems need to be informed of this decision? (course catalog, CCCS, updates to website, marketing materials, etc.) [List here]

Timeline

First year of phase-out:
- Will full-time faculty continue to make load in this program, be re-assigned to other duties, or some other arrangement? [List here]
- Will all courses in this program be offered in during the Teach-? List which courses will be offered each semester. [List here]
- How will students (including those who are not active but may wish to complete the program) be notified of the scheduled closure and encouraged to enroll? [List here]

Second year of phase out:
- Will full-time faculty continue to make load in this program, be re-assigned to other duties, or some other arrangement? [List here]
- Will all courses in this program be offered in during the Teach-Out? List which courses will be offered each semester. [List here]
- How will students (including those who are not active but may wish to complete the program) be notified of the scheduled closure and encouraged to enroll? [List here]

Jacquelyn Gaiters-Jordan
Vice President for Instructional Services, Pikes Peak State College

VPIS Signature   Date

Lance Bolton
President, Pikes Peak State College

President Signature   Da

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