

Voluntary Program Discontinuance Planning Form

There are **two** methods of Voluntary Program Discontinuance; this planning form is used for both. These methods are:

1. Voluntary Discontinuance recommended by the program faculty and area dean
2. Voluntary Discontinuance recommended by virtue of a program review disposition, with agreement from the program faculty and dean

Part 1: Why discontinue?

The decision to discontinue is never taken lightly, and is based on clear indicators. To aid in providing sufficient, specific information, the PRC has created two evidence forms; one is for quantitative data, and one is for qualitative data.

Complete both forms (check appropriate boxes and write brief narrative).

Program proposed for discontinuance
and today's date:

Proposed last academic year offered:

Part 2: Who participated?

The decision to discontinue is based on input from varied stakeholders. Sometimes a program has external influencers such as Advisory Boards, community partnerships, and/or discipline-specific certification entities. At minimum, however, all full-time faculty within the program discipline, the Faculty Area Coordinator, the division dean, and the Counselors associated with the Interest Area that houses the program should be involved in the discussions. When feasible, getting input from part-time faculty, staff, and students in the program is advised.

Please list all participants consulted about this plan.

Full-time faculty*:	
Faculty coordinator*:	
Division dean*:	
Academic counselors*:	

**required*

Please list any Advisory Board, community partnership, and/or other entities who participated in the decision-making and discontinuance plan.

Please summarize comments from above list. Attach any meeting minutes related to the discontinuance to this form.

Please list any other stakeholders consulted in this process:

Part-time faculty:	
Staff:	
Students:	
Other:	

Part 3: What is the impact to students?

ACCJC Standard II. A. 15 When programs are eliminated or program requirements are significantly changed, the institution makes appropriate arrangements so that enrolled students may complete their education in a timely manner with a minimum of disruption.

What impact will discontinuance have on students in the program?

How will / might this impact other programs or curriculum?

What impact, if any, will this have on diversity or equity?

When and how will students in the program be notified?

How will students in the program continue their progress toward completion?

What other factors did you consider?

Were any stakeholders not in favor of discontinuance? *(If so, please explain.)*

Program Review – Voluntary Discontinuance Planning Form
EVIDENCE I

**Program proposed
for discontinuance:**

Please complete the areas of this form that are applicable to your discontinuance request.

QUALITATIVE EVIDENCE <i>(check all that apply)</i>	Narrative <i>Please write a brief narrative explaining the evidence checked</i>
X Advisory committee recommendation	
X Declining market and/or industry changes	
X Lack of available resources	
X Lack of relevance or currency to labor market or transfer institutions	
X Pedagogical methods and assessments are not appropriate to program outcomes	

X	Grant funding or other fiscal resource ending and program not sustainable	
X	Other community colleges have a similar program <i>(please list colleges & program titles)</i>	
X	Declining or lack of available qualified faculty	
X	Other <i>(please specify)</i>	

Date:

Program Review – Voluntary Discontinuance Planning Form **EVIDENCE II**

Program proposed for discontinuance: _____

Please complete the areas of this form that are applicable to your discontinuance request.

Check all that apply

QUANTITATIVE EVIDENCE

*Use the most recent 3- or 5-year data available. **

Term/ Year:	Term/ Year:	Term/ Year:	Term/ Year:	Term/ Year:

- X Declining student enrollments (duplicated) over six semesters
- X Declining unduplicated headcount in the program
- X Declining total awards granted
- X Number of Associate Degrees awarded
- X Number of Certificates awarded
- X Increasing number / percent of canceled sections (due to low enrollment)
- X Declining average section enrollment
- X Declining annual FTES (*credit*)
- X Declining annual FTES (*non-credit*)
- X Declining retention rate % (*PRF benchmark is 80%*)
- X Declining success rate (*institutional-set standard is 70%*)
- X Other (*specify below*)

Briefly summarize the significance of the quantitative evidence to your request for discontinuance.

**If student must take classes in a sequence, use 5-year data.*

Date: _____