

Adopted: May 27, 1997

ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA

AS-482-97/LRPC

RESOLUTION TO
APPROVE REVISIONS TO AS-459-97/LRPC "POLICY AND REVIEW
PROCEDURES FOR DISCONTINUANCE OF AN ACADEMIC PROGRAM"

RESOLVED: That the Academic Senate of Cal Poly approve the attached revisions to the Policy and Review Procedures for Discontinuance of an Academic Program (AS-459-96/LRPC) passed by the Academic Senate on May 21, 1996; and, be it further

RESOLVED: That the attached revisions to Policy and Review Procedures for Discontinuance of an Academic Program (AS-459-96/LRPC) be forwarded to the President and Provost for approval and implementation.

Proposed by: the Academic Senate Long-Range
Planning Committee
Date: May 27, 1997

Revisions to AS-459-96/LRPC:
Resolution to Approval Policy and
Review Procedures for Discontinuance
of an Academic Program

Revisions of May 27, 1997 (per AS-482-97/LRPC) to

POLICY AND REVIEW PROCEDURES FOR DISCONTINUANCE OF AN ACADEMIC PROGRAM

Many CSU campuses, including Cal Poly, San Luis Obispo, may find it necessary to reduce faculty, support staff, and administrative positions due to enrollment declines or financial support reductions. ~~When financial support is reduced,~~ The discontinuance of programs or departments sometimes emerges as the alternative which does the least harm to the quality of remaining programs. Program and department discontinuance are valid ways of responding to reductions in resources; however, program discontinuance can and must be accomplished with minimal impact. Program discontinuance decisions must be made in a reasoned way which will minimize damage to the ~~institution~~ university and to the majority of their programs. The process should be based on the fact that the university is a community with a responsibility for this obligation and to its faculty, staff, and alumni.

The following procedures have been developed in response to EP&R 79-10, January 26, 1979, Chancellor Dumke to Presidents, "Interim Policy for the Discontinuance of Academic Programs," and EP&R 80-45, June 12, 1980, Vice Chancellor Sheriffs to Presidents, "Clarification of Interim Policy for Discontinuance of Academic Programs." These documents outline general procedures for program discontinuance and request that campuses submit local discontinuance procedures.

I. PROCEDURES

A. Initiation of a discontinuance proposal

A proposal to discontinue an academic program will ordinarily be the result of regular program review but a request for special review discontinuance may be initiated at any time by any of the following:

- a majority of the tenured and tenure track faculty of the affected department(s)
- the dean of any of the colleges involved in the program
- the Provost for the university
- the President for the university

~~The proposal shall clearly indicate that the proposed discontinuance is to be permanent.~~ The proposal shall be submitted to the Provost for review.

B. Review of a discontinuance proposal

The Provost will review the proposal for discontinuance and accept or reject the proposal either reject the proposal or begin the discontinuance process within three calendar weeks. If the request for review is approved ~~If the discontinuance procedure is to begin,~~ a discontinuance review committee will be appointed within the next three calendar weeks after approval, to conduct a review in accordance with the procedures outlined in this document and make recommendations to the Provost as required by the CSU Chancellor's Office.

C. Appointment of a discontinuance review committee

The discontinuance review committee will consist of two groups appointed by the Provost in accordance with the Chair of the Academic Senate agreement with the Executive Committee of the Academic Senate.

The first group will include ~~six persons (or nonvoting)~~:

1. a ~~nonvoting~~ representative from the Academic Programs office (~~nonvoting~~), nominated by the Provost;
2. two ~~members of the~~ deans ~~GOALS~~ representing colleges not involved in the program and nominated by the Chair of the Academic Senate;
3. one student not involved in the program, nominated by the ASI President;
4. two faculty representatives from colleges not involved in the program, nominated by the Chair of the Academic Senate; and

5. a ~~staff representative~~ in the ~~program~~, nominated by the Provost.

The second group will include ~~at least five persons~~:

1. the dean(s) of the college(s) involved in the program [or a representative nominated by the deans(s)];
2. the ~~chairs/heads of departments or the coordinators of areas involved in the program~~;
3. one student involved in the program, nominated by the ASI President;
4. faculty representatives involved in the program nominated by the tenured and tenure track faculty involved in the program ~~There will be at least one faculty from each program involved if there is more than one program being reviewed~~;
5. a ~~staff representative involved in the program, nominated by the chairs/heads of departments or the coordinators of areas involved in the program~~;
6. ~~at least one graduate of the program nominated by the faculty involved in the program~~.

D. Recommendations from the discontinuance review committee

The ultimate decision to discontinue a program rests with the Chancellor's Office. The purpose of the discontinuance review committee is to create a report for the President and Provost on the ~~merits or lack of merit~~ strengths and weaknesses of the program under review. If there is no opposition to the proposed discontinuance within the committee, the proposal will be forwarded to the Provost, with a report indicating that there is no opposition. If any of the committee members oppose the discontinuance, the discontinuance review committee will generate a report, using the following two step process.

In the first step, each group will elect its own chair and create a document describing the strengths and weaknesses of the program under review, and a justification of why the program should or should not be ~~terminated~~ discontinued. The documents must be generated within sixteen weeks after the committee has been appointed. The merits of the program shall be assessed using the elements described in Sections II and III below, and in the Academic Program Review and Improvement Guidelines. If appropriate, the documents shall include what remedies could be taken to address weaknesses, including a precise statement of goals and a time table to reach those goals.

The ~~chair~~ of each group shall make ~~the~~ its document available to all ~~faculty members~~ ~~the~~ ~~Acad Polv~~ ~~community~~ for comments for four weeks. A written request for comments must be sent to all the faculty and staff directly affected by the potential discontinuance at the start of the period for comments. ~~The~~ ~~two~~ ~~gr~~ ~~up~~ ~~will~~ ~~re~~ ~~view~~ ~~the~~ ~~mm~~ ~~lit~~ ~~and~~ ~~r~~ ~~vi~~ ~~e~~ ~~til~~ ~~ir~~ ~~I~~ ~~cum~~ ~~ot~~ ~~a~~ ~~81pl'~~ ~~prial~~ .

In the second step, immediately following the four weeks of comments, the two groups will exchange documents and provide a written critique of the arguments presented in the document from the other group within six weeks.

The two groups will then ~~each~~ select ~~five~~ voting representatives who will then merge into a single group, ~~with the non~~ ~~ting~~ ~~r~~ ~~pre~~ ~~ntative~~ ~~fr~~ ~~m~~ ~~the~~ ~~cad~~ ~~mi~~ ~~Pr~~ ~~gram~~ ~~fli~~ ~~e~~ ~~a~~ ~~hair~~. Within four weeks, the group will elect a ~~chair and jointly~~ discuss and amend the documents produced. The final version of the two analyses, with the ~~comments from the other groups~~ critiques of the arguments presented, and with all the information deemed relevant, shall be bound in a single document (which, at this point, should have a

removed per Ores. 9.22.77

format similar to what is produced by the state analyst to assist voters). A tally of how many committee members voting representatives are in favor or against discontinuance shall be part of the final document sent to the Provost, the Academic Deans' Council, and the Academic Senate for their review and recommendation.

E. Final decision on discontinuance of the program

The Provost, the Academic Deans' Council, and the Academic Senate will forward their recommendations to the President within six weeks after receiving the final document, and the President will make the final recommendation to the Chancellor's Office.

II. CONSIDERATIONS IN PROGRAM DISCONTINUANCE REVIEW

Considerations for program discontinuance will be similar to those for initiation of new programs. In addition to the program review criteria, the elements that will be considered in a final recommendation must also include, but will not be limited to:

1. the university Strategic Plan and Mission statement;
2. the effectiveness of the program to meet the identified needs in meeting its goals and objectives;
3. The existence of programs within the CSU which could enroll students if this program a three-year history of student enrollment, a projection of full-time student enrollment, and the existence of similar programs within the CSU;
4. a three-year history of the student-faculty ratio, and the total cost per FTEF and per FTES for the program at Cal Poly and at other institutions offering comparable similar programs;
5. the effects of enrollment shifts changes on other instructional areas at Cal Poly;
6. the current or expected statewide or regional demand for graduates of the program;
7. the contributions of the program to the general education and breadth of students;
8. the effects of discontinuance on facilities,
9. the financial effects of discontinuance, including an estimate of the yearly costs or savings for the three years following discontinuance;
10. the effects on faculty and staff, including a description of what career opportunities within the CSU will offer them; agreements to transfer to other departments or to may be available; i.e., our ability for temporary or permanent appointments at Cal Poly or visiting appointments in other branches of the CSU, retraining, etc.;
11. the impact of discontinuance on student demand

III. INFORMATION FOR PROGRAM DISCONTINUANCE REVIEW

The information considered during the evaluation of an academic program for discontinuance will contain all the information that is needed for the creation of a new program. In addition, the information will include but will not be limited to:

- A. The most recently completed Review of Existing Degree Programs with current statistical update;
- B. The most recent accreditation report, if a program is accredited or approved. If the accreditation is over six years old, or if there is no accrediting body for the program; a review of the program by a panel of professionals outside the CSU with no contractual association with Cal Poly can be substituted for the accreditation report, provided the review has been completed within the last six years The review shall contain all the elements included in an accreditation report;

- replace "required" w/ "allocated & used"*
- C. If not contained in A or B:
1. FTEF ~~required~~ each quarter for the past three years
 2. special resources and facilities required
 3. number of students expected to graduate in each of the next three years;
- D. Conclusions and recommendations of the project team on Academic Programs, contained in the most recent edition of Academic Program and Resource Planning in The California State University.

TIME TABLE FOR PROGRAM DISCONTINUANCE

Initial step

1. Proposal to discontinue an academic program received by the Provost.

Three calendar weeks after receipt of the proposal

2. The Provost accepts or rejects the proposal.

Three calendar weeks after acceptance of the proposal

3. Discontinuance review committee appointed.

Within sixteen weeks after appointment of the discontinuance review committee

4. Initial report: Each of the two groups from the ~~program~~ discontinuance ~~review~~ committee produce their report and exchange it for the report from the other group.

Within four weeks after the initial reports have been exchanged

5. Period of comments: Each of the two groups from the ~~program~~ discontinuance ~~rc~~ ~~lev~~ committee solicit comments on the reports from the university at large.

Within six weeks after the end of the period of comments

6. Critique of the initial reports: Each of the two groups from the ~~program~~ discontinuance ~~review~~ committee produce a critique of the findings produced by the other group.

Within four weeks after the critique of reports have been produced

7. Final report: The two groups from the ~~program~~ discontinuance ~~review~~ committee jointly discuss and amend, if necessary, the final document and send it to the Provost, the Academic Deans' Council, and the Academic Senate.

Within four weeks after the critique of reports have been sent

8. Recommendations: The Provost, the Academic Deans' Council, and the Academic Senate make recommendations to the President.

NOTE: A calendar week is five working days. Calendar weeks exclude summer ~~breaks~~ quarter and the breaks between quarters.

TIME TABLE FOR PROGRAM DISCONTINUANCE (in weeks)

Initiation of the proposal			
Review by the Vice President for Academic Affairs		—3—	
Appointment of the committee		—3—	
First step of the review			16 —————
Period of comments			1-4-1
Second step of the review			—6—
Final document drafted			1-4-1
Review by upper levels			—6—
Final comments to the President			
Total time		————— 42 weeks: - - - - -	

Memorandum

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To: Anny Morrobel-Sosa, Chair
Academic Senate

Academic Senate Date: September 22, 1997



From: Warren J. Baker
President

Cc: Paul J. Zingg
Harvey Greenwald

Subject: AS-459-96/LRPC, Resolution to Approve Policy and
Review Procedures for Discontinuance of an Academic
Program

Based upon the additional review conducted by the Academic Senate this past academic year on this Resolution, based upon the initial response to this Resolution dated September 23, 1996, I am approving this Resolution, subject to the following editorial changes:

- ✓1. Section ID, first sentence of the third paragraph: delete the words "members community". This change will make this sentence more clear.
- ✓2. Section IIIC1, replace the word "required" with "allocated and used." The word "required" is unclear in this context.
- ✓3. In the Time Table for Program Discontinuance, replace the word "produce" with "produces."

Please extend my appreciation to the Academic Senate and members of the Long-Range Planning Committee for the work they have accomplished in improving this document.

changes sent to B+LRPC for its approval Q.
10.8.97

O.C. per B+LRPC