DEFINITIONS:
For the purposes of this procedure, the term “program” is specific to certificates and degrees offered at Ohlone College. Note, this procedure does not pertain to the discontinuance of a department/discipline area.

1) Ohlone Community College District is committed to supporting programs that fulfill the goals of the mission statement as outlined in the College Strategic Plan. Only programs with low or declining enrollment, decreasing demand for service or clear obsolescence shall be considered for discontinuance, once the following criteria have been considered.
   a) Primary consideration should be given to the service the program provides to the college and to the community, along with demonstrated student need.
   b) Budget considerations should not be primary.

2) When a declining trend has been identified in a specific program, and the identified program has not been discontinued by the faculty, The Vice President of Academic Affairs, after consultation with the appropriate Dean, may identify a program for enhanced review by sending a written notice to both the College President and the Faculty Senate President. The Vice President shall provide appropriate supporting evidence in the formal "Notice of Program Identification." This may include, but is not limited to, one or more of the following:
   a) Significant decline (of 10% or more) in program enrollment in four consecutive semesters.*
   b) Significant decline (of 10% or more) in or consistently low rate of student success.
   c) Significant decline in the number of degrees and certificates awarded.

   *Note: If the program's courses are sequential and the beginning course(s) in the sequence only enrolls new students annually, then over a 3-4 year period.

3) Upon receipt of the written notice from the Vice President of Academic Affairs, the College President and the Faculty Senate President shall form a Task Force consisting of the following:

   Required membership:
   a) Vice President of Academic Affairs
   b) Faculty Senate President
   c) Dean of the affected program
   d) Faculty member from the affected program, appointed by the Faculty Senate
   e) Counselor, appointed by the Faculty Senate
   f) Curriculum Committee Chair

   Optional membership:
g) Division Dean outside the affected group
h) Faculty member outside the affected program, appointed by the Faculty Senate
i) UFO President
j) Classified staff member, appointed by CSEA or SEIU
k) Student, appointed by ASOC

4) The Task Force will review the data presented in the Notice of Program Identification. The group should also collect and discuss additional data as appropriate. This may include, but is not limited to, the following:
   a) Needs of the community
   b) Data on program access, enrollment, retention, and completion
   c) Impact on other campus programs
   d) Impact on other college courses
   e) University transfer trends
   f) Program Review findings and recommendations
   g) Local labor market information
   h) Data on employment of program students within the field
   i) FTES generated by program
   j) Other funding sources, such as grants or contributions from business and industry
   k) Requirements of licensing or accrediting agencies
   l) Review and comments by the Local Workforce Investment Board
   m) Advisory Committee recommendations
   n) Core indicators from the Chancellor's office
   o) Availability of qualified faculty to teach courses in the program

5) After reviewing the pertinent data, the Task Force shall make, in writing, one of the following recommendations, with supporting rationale, to the College President:
   a) OPTION 1: The program may remain in effect.
   b) OPTION 2: The program may remain in effect with a revitalization plan.
      i) The Task Force should define the responsibilities of both the college and the discipline faculty in the revitalization plan as well as determining an appropriate timeline. The plan should be a joint effort and not the responsibility of the faculty alone. Revitalization efforts may include, but are not limited to independent reviews, outside consultants, and/or marketing/outreach for the program.
      ii) Whenever possible, the focus should be on "early and timely" help for the program.
      iii) The Task Force will forward recommendations for revitalization and a timeline for improvement in a written report to the appropriate Dean and faculty.
      iv) If there has not been a significant program improvement during the recommended timeline, the Task Force determines the appropriate course of action from the following:
         1) Give the program an extension of two semesters. At the end of the extension, the committee will reconvene and reevaluate.
         2) Create a new revitalization plan. This plan will then be implemented over the following three semesters.
(3) Move to Option 3.

c) OPTION 3: The program should be discontinued.
   i) If it is determined that the program should be discontinued, there will also be a
      recommendation for a phase-out period to ensure that all students in the
      program have the opportunity to complete the program or transfer to a related
      program.
   ii) Provisions will be made for adequate notification of affected faculty and the UFO
      to ensure resolution of any contractual issues to comply with Ed Code.
   iii) Program discontinuance will follow established Curriculum Committee processes,
      including final approval by the Board of Trustees.

6) Upon recommendation by the College President, the Board of Trustees shall make the
   final decision regarding the discontinuance of an instructional program.

Note: Dissolution of a department would require additional review by a committee
composed of faculty, staff and administration, and the following of appropriate employment
processes.

Faculty Senate Approved: May 2007
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