

**Program Efficacy Recommendations 2010/2011**

Committee Recommendations	Consequences	Next Report
<p><u>Contraction:</u> Program shows serious issues in the ability to serve the needs of the institution. The program may require restructuring or a scaling back of services to conform to the demands of the institution.</p>	<p>Program may not participate in Needs Assessment</p> <p>Programs on contraction are at risk for Program Discontinuance</p>	<p>Yearly progress reports with a full program efficacy in three years.</p>
<p><u>Probation:</u> Program submitted a document that did not withstand the minimum rigor of self-study required for accreditation scrutiny, or for programs that require the attention of the appropriate Vice President to meet the needs of the institution.</p>	<p>Programs will be required to submit a Remediation Report.</p> <p>The Committee will evaluate the Remediation Report to determine if the program can participate in the next Needs Assessment cycle.</p> <p>Programs on probation for two consecutive years are at risk for Program Discontinuance</p>	<p>Full report in next Efficacy cycle.</p> <p>Once off probation, full efficacy report in three years.</p>
<p><u>Probation – No Documents Submitted</u></p>	<p>Programs will be required to submit a Show Cause Report explaining why Program Efficacy was not completed.</p> <p>The Committee will evaluate the Show Cause Report to determine if the program can participate in the next Needs Assessment cycle.</p> <p>Programs on probation for two consecutive years are at risk for Program Discontinuance</p>	<p>Full report in next Efficacy cycle. Once off probation, full efficacy report in three years.</p>
<p><u>Conditional:</u> Program is currently meeting the needs of the institution as demonstrated by the responses to the questions and the document’s evidence of critical self-study in most areas. Information in one or two areas is insufficient and/or significantly out-of-date and program is given year to address them.</p>	<p>Program which does not satisfy deficiencies within one year or does not submit the update will be placed on Probation</p>	<p>Update report in one year. Next Efficacy in three years</p>
<p><u>Continuation:</u> Program is currently meeting the needs of the institution as demonstrated by the responses to the questions and the document’s evidence of critical self-study.</p>	<p>None</p>	<p>Next Efficacy in three years</p>
<p><u>Hiatus:</u> Program is not currently offering classes but anticipates offering courses in the near future.</p>	<p>Hiatus status is active for three years.</p>	<p>Next Efficacy due three years after the program begins offering classes.</p>

## *Excerpts from Program Discontinuance Policy*

### **Process:**

#### **1. Identification:**

Anyone may identify an at-risk instructional program based on criteria listed in Section 3 of this document to the Academic Senate for initial review. The party recommending the review is responsible for providing to the Academic Senate written and **documented data supporting at least four of the criteria under Section 3.** The Academic Senate will determine if a full review is necessary.

#### **3.a. Criteria Applied to All Programs:**

- Declining market/industry demand
- **Program efficacy status (Second Year Probation or Contraction)**
- Curriculum, Student Learning Outcomes (SLOs) and/or program accreditation is out-of-date
- Number of students pursuing educational program based upon actual student enrollment data rather than student declaration of program of study
- Consistent low or decreasing WSCH/FTEF\*
- Insufficient frequency of course offerings to assure reasonable opportunity for completion of the program
- Poor rate for student achievement of program goals (e.g., completion rate, numbers of degrees and certificates, job placement)
- Decline in importance of service to related disciplines (applies only when discipline does not offer degree or certificate)
- Match of program with SBVC Educational Master Plan (EMP), Strategic Initiatives, Mission and Vision
- Retention within course(s) (successful course completion)
- Semester-to-semester persistence within the program (as applicable)
- Documentation that previous steps have been taken to strengthen program