



Folsom Lake College Program Appraisal and Deletion Process

Purpose: To critically appraise a program in order to recommend changes needed to enhance viability, and, if after completing the appraisal process the program remains unviable, to recommend possible discontinuance/deletion.

Initiating Criteria: In order to initiate a proposal for either Program Appraisal or Program Deletion, one or more of the following must apply:

- Declining market/industry demand (local, regional, etc...)
- Advisory board recommendation
- Lack of available resources
- Declining enrollment/productivity trends
- Declining 4-year college/university transfer trends

Note: Trends must be at least three years. The initiating criteria must be documented in the program review, or if the proposal for program appraisal/deletion is not initiated by the department then documentation must be provided to the department involved accompanied by written feedback on the program review report.

Source of Request: A request for Program Appraisal or Program Deletion may originate with any of the following:

- Department or program spokesperson in consultation with department members
- Curriculum Committee faculty chair in consultation with the Curriculum Committee
- Program Development & Planning chair in consultation with the PDP Committee
- Academic Senate President in consultation with Senators
- Vice President of Instruction in consultation with the program's instructional dean or advisory committee

Guidelines:

1. Market/industry demand (local, regional, etc.)
2. Advisory committee recommendations
3. Availability of resources
4. Enrollment/productivity trends
5. Four-year college/university transfer trends
6. Relationships to other campus programs
7. Recent curriculum redesign/changes
8. Trends in course offering/scheduling
9. Trends in diversity of courses
10. Most recent Program Review recommendations
11. Contribution to college and community.

Note: It is the responsibility of the program's faculty (full-time and adjunct) and the program's instructional dean to make necessary information available.

Program Appraisal Process:

Programs are regularly reviewed through the Program Review cycle. Vocational programs undergo Program Review every two years; non-vocational programs every six. Program Review is an internal process that allows departments to assess program effectiveness, appropriateness, relevance, and currency. The Program Review process allows for the provision of commendations and recommendations from the Program Development & Planning Committee and/or the Vice President of Instruction. In the event that more immediate and/or external program appraisal is needed, the Program Appraisal Process may be instituted, as follows:

1. If the source of the request for a program appraisal is not the department, then initial communication must be made informing the department and potentially interested faculty of this process before proceeding.
2. An appropriate source of request, as listed above, based upon the criteria listed above, makes a request to the college Curriculum Committee to initiate a Program Appraisal.
3. The Curriculum Committee reviews the request, confirms initiating criteria, and if in agreement with the Proposal for Appraisal, forwards the proposal to the Program Development & Planning (PDP) sub-committee.
4. PDP uses the guidelines set forth above to evaluate the program.
5. PDP meets with department faculty and the instructional dean to present findings and recommendations, and to set any goals and/or timelines. Faculty or PDP may make requests for additional resources. The findings and requests generated during this meeting are forwarded to the department faculty, Curriculum Chair, VPI, and College President.
6. PDP, the Curriculum Chair, VPI, and department faculty will meet no less than one year later to review progress, and determine if satisfactory progress has been made, if further program appraisal is necessary, or if a proposal for deletion should be initiated.

Program Deletion Process:

1. Using at least one of the initiating criteria set forth above, a written request is made from an appropriate source to initiate a Program Deletion.
2. The Curriculum Committee reviews the request, confirms initiating criteria, and, if in agreement with the proposal, notifies the department faculty, instructional dean, and VPI in writing.
3. If, no less than five days after written notification, there is no faculty opposition to the deletion, then the department faculty initiate a program deletion proposal in SOCRATES that will then go through the normal curriculum process. The Curriculum Chair forwards the Proposal for Deletion to the Academic Senate, the VPI, and the College President.
4. If a department initiates the request to delete one of its own programs (due to any of the initiating criteria above), steps 1-3 above may be skipped. However, the department must consult with the articulation officer before proceeding further to consider impact on students. Following that consultation, the department votes on its curriculum, and the program deletion proceeds through the normal curriculum process. The department is required to complete the explanation section with justification (including program review data) for deleting the program.
5. In the event that faculty express written opposition to the deletion within five days of notification, the Curriculum Chair will convene a Program Appraisal and Recommendation Team (PART).
 - a. The PART shall consist of five faculty members and two administrators.

Revised and approved by the Curriculum Committee 4/20/2016 and Academic Senate 5/10/16

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- b. No PART member may be directly involved with the program under review. Individual(s) who were involved in initiating the proposal for appraisal or deletion may not be members of the PART.
 - c. If the program under review is vocational, the five faculty members shall consist of three vocational faculty, one non-vocational faculty, and one counselor familiar with vocational programs.
 - d. If the program under review is non-vocational, the five faculty members shall consist of three non-vocational faculty, one vocational faculty, and one counselor familiar with non-vocational programs.
 - e. All PART faculty will be appointed by the Academic Senate President in consultation with the Curriculum Committee Chair and the PDP Chair.
6. The PART conducts the appraisal using the above guidelines, consults with department and the instructional dean, and notifies the department's spokesperson and instructional dean before sending their recommendation to the Curriculum Committee.
 7. The Curriculum Committee schedules a hearing with the department faculty before forwarding a recommendation.
 8. The Curriculum Committee chair forwards the recommendation to the Academic Senate, the VPI, and the College President.
 9. The College President makes a decision and notifies the Academic Senate, the Curriculum Committee and related faculty in a timely manner.
 10. If the final decision is to delete the program, either the department faculty or the curriculum chair initiate a program deletion proposal in SOCRATES that will then go through the normal curriculum process.
 11. When a program is proposed for deletion, a phase-out plan spanning two years must be developed. The plan must include a sequence of courses to be scheduled over the next two years to allow a final cohort of students to complete degree requirements. Degree auditors and counselors must be informed of the proposal to delete a program and the phase-out plan.

Note: Any request for further information or clarification should be directed to the Curriculum Committee chair for disposition.