Please submit this form and the documentation indicated below to TechReview@rccd.edu. Once received, it will be routed through the curriculum approval process. For additional information on Program Discontinuance, please refer to Board Policy (BP) / Administrative Policy (AP) 2021.

|  |  |
| --- | --- |
| **Program:** |   |
| **College:** |   |
| **Task Force Recommendation:** |   |

|  |  |
| --- | --- |
| **Steps for consideration of Program Discontinuance** | **✓** |
| **1.** | **Does the Program fulfill one or more of the criteria below to be considered for Program discontinuance?** *(Select one or more as appropriate)* |  |
|  | The goals and objectives of the Program are no longer appropriate to the Mission of California Community Colleges, the college’s mission or Educational Master Plan, and/or congruent with the institutional Strategic Plan of the District. |[ ]
|  | The Program curriculum no longer aligns with university transfer majors or, General Education requirements of the Program no longer meet industry needs and lack demand in the current job market and the Program’s field is not considered an emerging industry or career path. |[ ]
|  | The Program does not meet curriculum standards as defined by Title 5 section 55100. |[ ]
|  | There are insufficient resources to realistically support the Program at a sufficient level of quality and the Program has experienced either consistent low enrollment (an average of 50% or more below maximum seat load capacity for courses in the Program over four consecutive semesters) or statistically significant declining Program persistence and completion rates each semester for four semesters, as evidenced by reliable, longitudinal data. |[ ]
|  | The Program has been determined to be out of compliance with existing state or federal laws, i.e., Title 5, section 55130(d), or licensing laws in particular occupations. |[ ]
|  | There is universal agreement among regular faculty in a Program that it be merged with or replaced by another related Program. |[ ]
| **2.** | **Has the Program Discontinuance Task Force been appropriately assembled?** | [ ]  |
|  | *(Please specify Task Force membership in meeting minutes – see next page for example.)* |  |
| **3.** | **Did the Task Force inform the college community that the Program is being considered for discontinuance?** |[ ]
|  | *(Please attach evidence of communication to college community.)* |  |
| **4.** | **Was the public comment session convened?** |[ ]
|  | *(Please attach Task Force meeting minutes with details of public comment, if any.)* |  |
| **5.** | **Did Task Force convene after the public comment session to provide directive to the Curriculum Committee?** |[ ]
|  | *(In the Task Force meeting minutes, please specify the directive as voted on by Task Force members. Please see BP/AP 2021 for directive options.)* |  |

##### Task Force Meeting Minutes

Date:

Time:

Location:

|  |  |
| --- | --- |
| **Program:** |   |
| **College:** |   |

Task Force Members in attendance

|  |  |  |
| --- | --- | --- |
| **Representative** | **Name** |  |
| Department Chair |   | voting member |
| Dean of Instruction |   | voting member |
| Research & Planning |   | voting member |
| Counseling\* |   | voting member |
| Academic Senate\* |   | voting member |
| Program Review\* |   | voting member |
| Curriculum Committee\* |   | voting member |
| Regular Discipline Faculty member (1) \*\* |   | voting member |
| Regular Discipline Faculty member (2) \*\* |   | voting member |
| Regular Discipline Faculty member (3) \*\* |   | voting member |
| Vice President of Academic Affairs\*\*\* |   | Chair, non-voting member |
| Vice Chancellor Educational Services |   | non-voting member |

*\* representatives from these areas may not teach in the program*

*\*\* at most three regular faculty members who teach in the program or closely related field will sit on the committee*

*\*\*\* non-voting member, but may vote in the case of a tie*