

Academic Affairs
DRAFT as of 4/10/13

BP 4021 PROGRAM REVITALIZATION/DISCONTINUANCE

References:

[Education Code Section 78016;](#)
[Title 5 Sections 51022 and 55130](#)

This policy needs further review by Chancellor's Council

❖ **From the current CLPCCD Policy 6200 titled Program
Revitalization/Discontinuance Process**

Each college recognizes that our curriculum and course offerings must be responsive to the needs of the students and the community, and further that they must support the mission of the college and the goals of individual programs as these are identified in the official planning documents of the college (recent program review, unit [discipline](#) plan, college educational master plan, strategic plan, etc.).

As the needs of the students and community changes, the content and make-up of the educational programs must undergo regular review for appropriateness and effectiveness including both qualitative and quantitative measures ([see appendices in AP 4020 titled Program and Curriculum Development](#)). [The Board of Trustees is required to review Career Technical Education programs every two years.](#)

NOTE: The language in **black ink** is from the current Chabot-Las Positas CCD Policy 6200 titled Program Revitalization/Discontinuance Process adopted on April 18, 2006. The language in **blue ink** is included for consideration. The **green ink** was added during the administrative review on March 21, 2013. This document was reviewed on April 8, 2013 by Chancellor's Cabinet and on April 9, 2013 by the Chancellor's Council. This document was reviewed by representatives of the Academic Senates on December 12, 2013.

Date Adopted:

*(This policy replaces current CLPCCD Policy
6200)*

Legal Citations for BP 4021

Education Code Section 78016; Title 5 Sections 51022 and 55130

Education Code Section 78016

78016. (a) Every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district to ensure that each program, as demonstrated by the California Occupational Information System, including the State-Local Cooperative Labor Market Information Program established in Section 10533 of the Unemployment Insurance **Code**, or if this program is not available in the labor market area, other available sources of labor market information, does all of the following:

(1) Meets a documented labor market demand.

(2) Does not represent unnecessary duplication of other manpower training programs in the area.

(3) Is of demonstrated effectiveness as measured by the employment and completion success of its students.

(b) Any program that does not meet the requirements of subdivision (a) and the standards promulgated by the governing board shall be terminated within one year.

(c) The review process required by this section shall include the review and comments by the local Private Industry Council established pursuant to Division 8 (commencing with Section 15000) of the Unemployment Insurance **Code**, which review and comments shall occur prior to any decision by the appropriate governing body.

(d) This section shall apply to each program commenced subsequent to July 28, 1983.

(e) A written summary of the findings of each review shall be made available to the public.

5 CCR s 51022

Cal. Admin. Code tit. 5, s 51022

TITLE 5. EDUCATION DIVISION 6. CALIFORNIA COMMUNITY COLLEGES CHAPTER 2. COMMUNITY COLLEGE STANDARDS SUBCHAPTER 1. MINIMUM CONDITIONS

s 51022. Instructional Programs.

(a) Within six months of the formation of a community college district, the governing board shall adopt and carry out its policies for the establishment, modification, or discontinuance of courses or programs. Such policies shall incorporate statutory responsibilities regarding vocational or occupational training program review as specified in section 78016 of the Education Code.

(b) Within six months of the formation of a community college district, the governing board shall adopt and carry out its policies and procedures to provide that its courses and programs are articulated with proximate baccalaureate colleges and high schools.

5 CCR s 55130
Cal. Admin. Code tit. 5, s 55130

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 2. APPROVAL BY THE CHANCELLOR
ARTICLE 1. APPROVAL OF CREDIT EDUCATIONAL PROGRAMS
s 55130. Approval of Credit Programs.

(a) Before offering any credit course as part of an educational program at a college, the governing board of a district shall obtain approval of the educational program from the Chancellor in accordance with the provisions of this article. Approval shall be requested on forms provided by the Chancellor.

(b) The application for approval shall contain at least the following:

- (1) The name of the proposed program.
- (2) The description of the proposed program.
- (3) a list of required courses to be included in the program.
- (4) course outlines of records for all courses in the program.
- (5) The purposes and specific objectives of the proposed program.
- (6) The place of the proposed program in the district master plan.
- (7) An explanation of how the program is appropriate to the objectives and conditions of higher education and community college education in California and how it conforms to statewide master planning.
- (8) The need for the proposed program ascertained with regard to at least the following factors:
 - (A) Other community colleges in the area currently offering the program;

(B) Other programs closely related to the proposed program offered by the college;

(C) Relation of the proposed program to job market analysis, where applicable;

(D) Enrollment projection for the proposed program;

(E) Recommendations of career technical education regional consortia, when applicable;
and

(F) The classification of the courses in the program in accordance with section 55001.

(9) The need for and present adequacy of the following resources shall be determined in relation to the proposed program:

(A) Library and media center resources;

(B) Facilities and equipment required to initiate and sustain the program. If a new facility is to be used, reference should be made to the five-year master plan.

(C) Availability of adequate or proposed financial support; and

(D) Availability of faculty.

(c) The development, establishment and evaluation of an education program shall include representative faculty involvement.

(d) An approval is effective until the program or implementation of the program is discontinued or modified in any substantial way. The Chancellor may evaluate an educational program, after its approval, on the basis of factors listed in this section. If on the basis of such an evaluation the Chancellor determines that an educational program should no longer be offered, the Chancellor may terminate the approval and determine the effective date of termination.

(e) In multi college districts, program approval is granted for a specific college.