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**COURSE & PROGRAM PROPOSAL FORM
Elimination and/or Reduction**

**Approved Governing Council Executive Committee: 10/16/09**

**Purpose:** This document serves as the mechanism for proposing reduction/elimination of courses/programs in response to the Fall 2009 budget crisis. This document can also be used to comment and provide additional information on courses/programs that have been identified as “*the recommended program and/or course reductions*”by administration. Submission of this document will initiate the emergency review process to be used in Fall 2009 in place of the Program Improvement Viability (PIV) process. The information/data provided in this form is necessary to maintain uniformity and transparency in the review.

**Complete either:**

 **Part A (to submit comments on existing recommendations)**

 **or**

 **Part B (to make a new recommendation).**

**Please use a separate form for each proposal. Submit by email no later than 4:00pm on October 30, 2009 to** **csmacademicsenate@smccd.edu** **and** **csmcoi@smccd.edu****.**

**Subject line: Budget Elimination/Reduction**

**Part A.**

 **If you are submitting comments or providing additional information on a course/program identified as “*the recommended program and/or course reductions*” by administration, provide the following information:**

1. Describe any errors in the rationale presented by administration.

2. Provide any additional supporting information.

These comments come from Committee in Instruction discussions regarding the recommendation that certain courses/programs move to community education. There was no formal vote taken, so they are not being submitted as official committee recommendations. However, there do reflect the observations of the committee.

Possible criteria for shifting courses from our curriculum to other venues (e.g. Community Education):

Many students take ONLY this course.

Many students take this course many times.

Licensing/regulatory requirements can be met in another venue.

Students come looking specifically for this type of course/training.

Other venues exist.

Because other venues may not result in degree or transferable credit, courses required for AA/AS or transfer major areas should not be moved to another venue. For courses that satisfy general education requirements, courses should be moved only if there will still be variety in offerings in the GE area.

**Part B. N/A**

Submitted by (individual or group):

Laura Demsetz (Chair of COI) 10/30/2009

Faculty Date

In consultation with (e.g., Dean for FTE/FTES/LOAD/Savings):

Dean Date

Key documents online at the PRIE site at <http://collegeofsanmateo.edu/prie>
They include:
Mission, Values, Diversity, Vision Statement
Educational Master Plan, 2008
Institutional Priorities, 2008-2011
Program Reviews for Instruction, Student Services, and Labs and Centers