

PROGRAM VIABILITY, INSTRUCTIONAL PROGRAMS
Appendix: Checklist

Recommended Tasks and Timeline for Program Viability Review Process

The process for assessing the viability of an at-risk program should be based on quantitative data supplemented by qualitative information to provide a complete picture of the program. There should be opportunity for input and discussion with students, faculty, staff, administrators, and the broader community including potential employers and transfer institutions. While each program viability review will be unique, in general the following process should be followed. The dates given below assume that an at-risk program has been identified in early spring.

Initial Committee Meeting (late March/April or early May)

- Committee members familiarize themselves with program and viability review process
- Review data provided by the Office of Planning, Research and Institutional Effectiveness
- Review the most recent Program Review
- Determine additional information needed; request from the Office of Planning, Research and Institutional Effectiveness by June 30.
- Assign tasks to committee members
- Schedule next meeting (early fall)

Meetings during the Fall Semester

- Exchange information
- Develop a clear understanding of the demand for the program
- Develop a clear understanding of the current and anticipated employment and/or transfer opportunities, including additional opportunities that might be created by changes to the program.
- Develop a clear understanding of alternatives to the program within the college, the district, and the community at large.

Campus Open Forum meetings (October/November)

- Inform and invite community to the open forum
- Explain the program viability review process
- Present current state of the program
- Solicit feedback from the community

Meetings during the Spring Semester

- Describe and analyze quantitative and qualitative program data and develop recommendations as specified in the Program Viability form
- Submit the report to the Committee on Instruction, Governing Council, and VPI (Early March)
- Attend Committee on Instruction mtg. to review findings and answer any questions (March/April)
- Committee on Instruction votes whether to support the recommendations then forwards the result of the vote to Governing Council
- Governing Council votes on the recommendations and forwards the result to the VPI and informs the program faculty
- Vice President of Instruction informs President's Cabinet, where the College President makes the final decision. Programs that will undergo major revision, or that are recommended for discontinuance are submitted to the Board of Trustees and to the Office of the State Chancellor.

Appendix

Data to be supplied by the Office of Planning, Research and Institutional Effectiveness

- Core Program and Student Success Indicators for the past three years
- Meet with a representative of the OPRIE to discuss additional data needs such as
 - Inventory of existing articulation agreements for program courses
 - Inventory of parallel programs at CSU's and UC's
 - Labor Market analysis
 - Follow-up surveys of former students regarding transfer and labor force participation
 - Other data needs