LOS ANGELES TRADE-TECHNICAL COLLEGE
PROGRAM DISCONTINUANCE PROCEDURE

All program viability studies will be conducted according to the signed Program Viability Review Process document. When considering program discontinuance, the applicable Program Viability Committee will consider and/or include the following:

- A detailed plan and recommended timeline for phasing out the program for discontinuance with the least impact on students, faculty, staff, and the community;

- An impact report explaining how phasing out the program for discontinuance will affect students, faculty, staff, and the community based on the program analysis data;

- The amount of cost savings achieved by virtue of the program’s discontinuance;

- Recommendations for how currently enrolled students may continue their program of study, or a plan for students to meet their educational objectives through alternative means;

- The requirements of collective bargaining for faculty and staff, including application of policies for reduction in force and opportunities for retraining of faculty and staff;

- Adequate notification to affected faculty (Education Code §87740);

- Provisions for faculty or staff reassignment or termination;

- Redistribution/discontinuance of equipment, supplies, facilities, and budget.

If the recommendation from the applicable Program Viability Committee is to discontinue a program, discipline, or department, and if such recommendation is accepted by the LATTCC Academic Senate, by the College President, and by the LACCD Board of Trustees, the following processes shall apply:

STUDENTS

For existing students enrolled in certificate or degree programs:

1. Students will be notified of program discontinuance as soon as the LACCD Board of Trustees accepts the recommendation from the College President and the Academic Senate President.

2. Existing students shall be allowed to complete the courses required for the certificate/degree within a two-year period or less depending on student demographic data (enrollment, section count, average class size, etc.).
3. The college will facilitate students transferring to other community colleges within the Los Angeles Community College District (LACCD/District) and, where feasible, other educational institutions outside the LACCD with similar programs.
4. No new students should be admitted into the program once the recommendation for discontinuance has been approved by the Academic Senate.

FACULTY

For existing faculty in the discipline offering the certificate or degree program:

1. Faculty shall be allowed to transfer to existing disciplines/departments if they meet minimum qualifications (MQs) for that faculty service area in accordance with the MQs per the Academic Senate for California Community Colleges (ASCCC), the LACCD, and Title 5, and in accordance with the faculty collective bargaining agreement (AFT contract).
2. Faculty, during the 2-year phase-out period, shall be allowed to retrain to meet minimum qualifications in another discipline/faculty service area and in compliance with the AFT faculty contract.
3. Faculty, should they choose to do so, may be allowed to transfer to another college offering the program or discipline within the District and according to the AFT faculty contract.

ADMINISTRATION

1. The department chair and area dean must schedule course offerings so that students may complete the degree or certificate requirements within the 2-year phase out period.
2. The campus administration, Academic Senate President, AFT Faculty Guild Chapter President, and appropriate representatives of the bargaining agents within the affected department/discipline/program will work to ensure that academic and professional matters as well as collective bargaining issues regarding program discontinuance are clearly addressed.
3. Redistribution or discontinuance of equipment, supplies, facilities and budget shall be made using a shared governance process and collegial consultation.

Laurence B. Frank
College President

Date 5/29/14

Thomas J. McFall
Academic Senate President

05/28/14
APPENDIX

LACCD Board Rule 6803 Viability Review
In addition to procedures for program review established pursuant to Board Rule 6801, each college shall, in consultation with its Academic Senate, develop procedures for initiating and conducting a viability review of “educational programs,” as defined in Title 5, section 55000(b).

A program viability review may be conducted when the college determines, in accordance to procedures developed pursuant to this Board Rule, that an in-depth analysis, beyond that provided through program review, is necessary.

At a minimum the viability review procedures shall contain the following:
1. A definition of a viability review, which shall include, at a minimum; the current need for the program, the feasibility of continued support for the program, and expected program outcomes;
2. The factors that will trigger a viability review;
3. Identification of the individuals (by title) and college constituencies included in the process;
4. Procedures and criteria for information gathering;
5. Processes for conducting the review;
6. Procedures and rationale for developing recommendations, including program maintenance, modification or discontinuance.

Possible outcomes of a viability review may include, but are not limited to, recommendations on the following:
1. Program modification;
2. Program improvement;
3. Departmental reorganization;
4. Program initiation;
5. Program discontinuance.

Adopted 06-11-03

LACCD Board Rule 6803.10 Program Termination
In making a recommendation for program discontinuance, a viability review must consider the following:
1. The effects on students and student success if the program is discontinued;
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2. Provisions that can and should be made for students in progress to complete their training;
3. The impact that discontinuance of the program will have on the comprehensiveness and balance of offerings across the college curriculum and within the district;
4. How the program’s discontinuance would impact the educational and budget-planning process used at the institution;
5. How the program’s discontinuance affects the region;
6. The effects of the program’s discontinuance on transfer to four-year colleges and universities;
7. The effects of the program’s discontinuance on local business and industries;
8. The effects of the program’s discontinuance on faculty and staff.
The College President and College Academic Senate President shall make program discontinuance recommendations to the Board of Trustees for approval. The recommendation shall include a description of the viability review process and the reasons for the recommendation.
EC 78016, Title 5, CCR, 51022(a) Adopted 06-11-03
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