



Program Vitality Evaluation

Purpose

The purpose of Program Vitality Evaluation is to determine the vitality and continued viability of a program in response to concerns identified during Program Review or in response to significant changes in enrollment, labor market demand, faculty availability, and/or facility and equipment costs and availability.

Evaluation Indicators

- Significant declines in enrollment and/or FTES over multiple years
- Precipitous decline in enrollment and/or FTES from one semester to the next
- Significant change in the availability and/or cost of needed facilities and equipment
- Scarcity of qualified faculty
- Incongruence of the program with college mission and goals, state mandates, etc.
- Failure of the program to respond to state mandates or accreditation standards, including mandates and standards related to curriculum and student learning outcomes assessment and tracking
- Significant decline in labor market demand
- Inability to make load for full-time faculty in the program
- Failure of a program to complete its Program Review self-study and/or to follow up in a timely manner on significant recommendations from the Steering Committee

Process

1. A recommendation for Program Vitality Evaluation may come from:
 - The Program Review Self-Study Report
 - The Program Review Steering Committee
 - The discipline dean/administrator and/or department chair for the program
 - Other college constituencies (e.g., Vice President of Instruction, President of the Academic Senate, Curriculum Committee, SAC, etc.)
2. The recommendation for evaluation is forwarded to the Program Review Steering Committee, which, if it concurs, will forward the recommendation to the Vice President responsible for the program. If the Steering Committee does not agree with the recommendation, the committee will document its reasons along with any alternative actions.

3. If the Vice President agrees that Vitality Evaluation is warranted, the Vice President will notify the program (faculty, Dean, and support staff), the Academic Senate, the Curriculum Committee, and the Coast Federation of Educators. The notification will include identification of those indicators which triggered the recommendation for a Program Vitality Evaluation. If the Vice President disagrees with the recommendation for a Vitality Evaluation, the Vice President will report to the Program Review Steering Committee, identifying alternative actions to be taken to ensure the program's vitality.
4. If the Vice President has concurred with the recommendation for evaluation, the Vice President will convene an evaluation team that will have responsibility for conducting the program evaluation and developing an action plan. Evaluation team members will be from outside the program area and will include an instructional dean and a minimum of three faculty, including the faculty co-chair of the Curriculum Committee.
5. The evaluation team will:
 - Validate data that triggered the evaluation
 - Identify other variables that affect the status and future of the program
 - Solicit input and recommendations from the discipline dean, department chair, other faculty in the program, and students
 - Develop a specific plan of action (including time lines) to stabilize, restructure, reduce, or eliminate the program)
(Any recommendation to eliminate a program must include specific plans for assisting currently enrolled students in completing their course of study and for the reassignment, retraining, and or release of faculty within the program.)
 - Submit their completed report to the Program Review Steering Committee, the supervising Vice President, and to the Academic Senate President within two months of beginning the evaluation
6. The Vice President will review the report and concur with it or make amendments and present the report and provide recommendations to the President's Cabinet.
7. President's Cabinet will review the evaluation packet and make a recommendation to the President to accept or amend the evaluation team's action plan.
8. The President will review recommendations from the report, the Vice President, and the President's Cabinet and then accept or amend the team's action plan, which may include program stabilization, restructuring, reduction, or elimination.
9. The discipline dean and department chair for the program will be responsible for reporting to the Vice President and the Program Review Steering Committee at designated intervals on the implementation of the action plan until the specified goal has been achieved.

Approved by Program Review Steering Committee January 13, 1997 w/Revisions on February 10, 1997

Approved by President's Council W/Revisions on February 25, 1997

Approved by Academic Senate on April 1, 1997

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