

Viability Review Process

For ESGC Approval

A. Request for Viability Review

- Formal Request is written and brought to Program Review & Viability Committee (PRVC) no later than the April PRVC meeting date.
- Approval is granted by PRVC to the Viability Review Committee (VRC) to conduct Viability Review

Membership on Viability Review Committee

- The Supervising Vice President
- 2 Deans
- 3 Academic Senate representatives
(at least 1 chair from similar type of dept.
- Vocational Education or Liberal Studies)
- The Curriculum Chair
- 1 AFT representative
- 1 Classified representative (if departments employ
classified Instructional Assistants or Laboratory
Technicians)
- 1 Research and Planning Facilitator

- R&P facilitates appointment of members from constituencies

B. Viability Review Committee (VRC) (3 – 5 months, 90-150 days)

- Initial meeting → Overview of process
Suggestions / decide on position papers & outside experts

C. Data Collection (Month 1 & 2)

- Compile data
- Solicit position paper from chair or unit manager
- Solicit position papers from faculty staff and students
- Hold interviews with faculty in affected area, students and administrators
- Consult with outside experts and faculty / administrators from other institutions
- **Compose a Department / Unit Profile based on the above** (distribute to chair & VRC)

D. Closed Meeting to review Department / Unit Profile (end of month 2)

- Identify / discuss areas of concern & compose questions for the formal chair / unit manager interview
- Questions are sent to chair / unit manager for review two weeks before the formal interview

E. Formal Chair / Unit manager Interview with Viability Review Committee (middle of month 3)

- **Questions to Chair / Unit Manager**
 - 1) Respond to the Department / Unit profile and areas of concern identified by the Viability Review Committee. In your response describe any challenges your department / unit has faced to bring it to this state.
 - 2) How can the college assist the department/unit in making department / unit improvements?
 - 3) Do you have any final comments or questions for the Viability Review Committee?
- Additional department / unit members can attend the interview if they wish

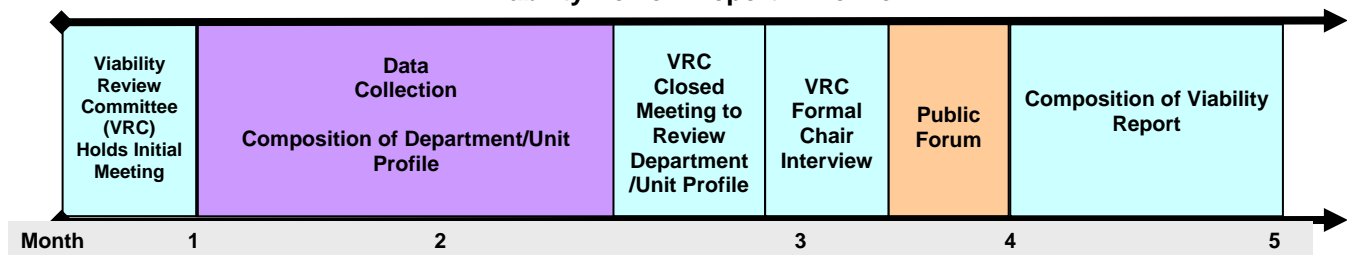
F. Viability Review Public Forum (end of month 3)

- Overview of Viability Process and possible outcomes
- Presentation of Department / Unit profile
- Questions, comments and concerns voiced by members of the campus community

G. Composition of Program Viability Report (month 4 & 5)

- Report Contents
Summary of Process
Department / Unit profile and items of concern
Specific Recommendations for action with a timeline
Assessment of the impact of recommendations on the college, students, faculty & staff

Viability Review Report Timeline



Date:

Initiator:

Viability Review can only be requested by the College President, a College Vice President, or the Academic Senate President on behalf of the Academic Senate

Department / Unit to be reviewed:

Department Chair / Unit Manager:

Select one or more of the following conditions that lead you to request a Viability Review

- A. Decline of 30% or more in census enrollment throughout the program over a 5 yr period (excluding winter & summer sessions)
- B. Consistently low enrollments of 50% below the maximum fill rate capacity over a 5 yr period
- C. A new program never reached the 50% fill rate
- D. Poor rate for student achievement of program goals (e.g. completion rate, number of degrees and certificates, transfer, transfer readiness)
- E. A major shift in the field / discipline
- F. Personnel changes that will leave, or have left the department without a full time faculty member
- G. Declining market / industry demand or community needs
- H. Program no longer central to the college mission and educational master plan
- I. Program no longer in line with current technology
- J. Unresolved problem or issue for which all other administrative remedies have been exhausted -
Please explain in attached narrative
- K. Other condition(s)

Please explain in attached narrative

Please submit this form with the following to the Research and Planning Office:

1. A narrative description of the condition(s) motivating your request for a Viability Review of the department / unit, with supporting documentation, if relevant
2. A statement describing efforts made to date to remedy the situation
3. The latest Comprehensive Program Review Questionnaire and Annual Update Questionnaire for the department / unit

Approved by majority vote of the Program Review and Viability Committee

Not Approved by the Program Review and Viability Committee

Date _____