Viability Review Committee and Program Viability Review Committee Recommendations

April 12, 2013

The Program Review and Viability Committee recommends program discontinuance for the following programs:

- Insurance: Property and Casualty – Degree
- Insurance: Property and Casualty – Certificate
- Microcomputer Programming Specialist – Certificate

This recommendation is the product of an Expedited Program Viability Study of programs that were no longer feasible due to the archiving of required courses.

The attached report represents a summary of the process undertaken to complete the study and arrive at recommendations for those programs under viability review. The process entailed months of directed work seeking corrective measures by several college stakeholders and careful consideration of all available data.

The Program Review and Viability Committee forwarded its recommendation to the Senate and to the Educational Planning Subcommittee. Upon approval by the Educational Planning Subcommittee and Academic Senate, the recommendation was forwarded to the Shared Governance Council for its approval and recommendation to the President. In accordance with District policy, the college president and senate president will report the program discontinuance to the Board of Trustees.

EXPEDITED PROGRAM VIABILITY REPORT

The college is dedicated to maintaining the highest quality educational programming that is current, addresses the needs of the community and meets the College Mission. To ensure the continued viability of college programs, curriculum must be updated at least once every six years. To deal with instances where the feasibility of offering a program has been compromised and the requirements of Education Code section 78016, and Board Rules 6801 and 6802 are not met, the Program Review and Viability Committee (PRVC) has established a process for expedited program viability that results in discontinuance should the department fail to update course curriculum needed to complete a college program.

When a program's feasibility is directly impacted by the archival of required courses, the College President, a College Vice President, or the Academic Senate President on behalf of the Academic Senate can initiate an Expedited Program Viability Review with a formal written request to the Program Review and Viability Committee (PRVC). The PRVC weighs the lack/loss of program feasibility and if the request is approved, the default outcome for the program is discontinuance (Appendix A- Expedited Viability Policy).

Expedited Program Viability Review
At the December 11, 2012, PRVC meeting the Academic Senate President submitted a written request to initiate Expedited Program Viability Review for all programs that archived courses needed for program completion. A Viability Review Committee (VRC) was formed to review relevant data and to work with departments to support work on any corrective actions.

On March 01, 2013, the VRC met for the first time to review the Expedited Program Viability Review request and to develop a Preliminary Notice of Program Discontinuance Pending Response. The VRC drafted a notice of program discontinuance to Department Chairs in charge of the jeopardized programs, along with a public notice of program discontinuance. Upon electronic approval of the final versions, the notice of program discontinuance was sent to the relevant Department Chairs and the public notice of program discontinuance was posted on the college website.

On March 27, 2013, the VRC met for the second time to review all available data. At that meeting it was determined that program viability concerns remained for three programs. After carefully considering the data presented before the VRC, which includes responses to the Preliminary Notice of Program Discontinuance, curriculum sheets, and in-depth discussions regarding impacted programs, the committee recommended program discontinuance for the following programs:

- Insurance: Property and Casualty – Degree
- Insurance: Property and Casualty – Certificate
- Microcomputer Programming Specialist – Certificate

Impact on the College Mission, Strategic Master Plan, Students, Faculty and Staff
ASSOCIATE IN ARTS DEGREE – *Insurance: Property and Casualty*

Course	Course Name	Units
ACCTG 001	Introduction to Accounting I	5
BUS 001	Introduction to Business	3
CAOT 032	Business Communications	3
CO SCI 201	Introduction to Computers and Their Uses	3
CO SCI 291	Programming Laboratory	1
INSUR 100	Introduction to Insurance	1
INSUR 101	Principles of Property and Liability Insurance	3
INSUR 102	Personal Insurance	3
INSUR 103	Commercial Insurance	3
INSUR 104	Insurance Code and Ethics	1
INSUR 185	Directed Study – Insurance	1
LAW 001	Business Law I	3
GENERAL EDUCATION REQUIREMENTS PLAN A		30
Total …………………………………………………….		**60**

Table 1: Required Courses for AA Degree in Insurance: Property and Casualty

Table 1 lists the courses needed for completion of the Associate in Arts Degree program, *Insurance: Property and Casualty*. An analysis of student enrollment in those courses revealed that INSUR 100, INSUR 103, INSUR 104, and INSUR 185 had never been offered at ELAC; INSUR 101 was last offered during the Fall 2009 term and INSUR 102 was last offered in Spring 2010. Table 2 shows enrollment, by academic year, in the required courses for the AA Degree in Insurance: Property and Casualty since the Summer 2007 term.

Course	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013*	Total
ACCTG 001	949	1,153	1,132	1,107	1,232	728	6,301
BUS 001	433	517	587	609	617	292	3,055
CAOT 032	65	78	103	106	121		473
CO SCI 201	1,533	1,578	1,493	1,345	1,530	561	8,040
CO SCI 291	1,565	1,610	1,562	1,368	1,580	586	8,271
INSUR 101			27				27
INSUR 102			13				13
LAW 001	645	766	796	953	994	581	4,735
Total	**5,190**	**5,702**	**5,713**	**5,488**	**6,074**	**2,748**	**30,915**

Table 2: Enrollment by Academic Year; *Figures for the current academic year are not final

The committee determined that discontinuance of the Insurance: Property and Casualty AA Degree program will have minimal impact on the College and its stakeholders. In consultation with the college's Articulation Officer, the committee learned that the archived courses listed in Table 1 are not UC:CSU transferable; an analysis of program completers yielded a total of 0. Faculty, students, and staff will not be affected because a number of required courses were never offered and no curricular/programmatic changes are needed. Likewise, there will be no economic impact on the community because the program never had an effect on the community. Finally, the effect on the budget-planning process is undetermined as of the writing of this report because the department associated with the discontinued program has not provided ample evidence.

CERTIFICATE OF ACHIEVEMENT – *Insurance: Property and Casualty*
Requirements for the completion of a Certificate of Achievement in Insurance: Property and Casualty are similar to the requirements for completion of the AA Degree in Insurance: Property and Casualty. The major difference is that students completing the Certificate of Achievement are not required to complete 30 units of general education (see Table 1). Consequently, as is the case with the AA Degree in Insurance: Property and Casualty, discontinuance of the Certificate of Achievement in Insurance: Property and Casualty will have minimal impact on the College and its stakeholders.

CERTIFICATE OF ACHIEVEMENT – *Microcomputer Programming Specialist*
In consultation with the Department Chair of Business Administration, the Curriculum Chair learned that there are curricular and programmatic redundancies between the Certificate of Achievement – Microcomputer Programming Specialist program and Computer Science Information Technology – Programming and Computer Science Information Technology – Microcomputers. An analysis of program completers revealed that 4 students have completed the Microcomputer Programming Specialist since its initial offering in Summer 2009.

Tables 3 and 4 below show the required courses for completion of the program and enrollment trends in the required courses since Summer 2007, respectively. A review of the data promptly reveals low enrollment in some of the required courses, particularly in CO SCI 233 and CO SCI 239. Additionally, CO SCI 239 was last offered in Spring 2009. The feasibility of completing the Certificate of Achievement in Microcomputer Programming Specialist remains problematic because two of the required courses remain archived (see Table 5).

Course	Course Name	Units
CO SCI 200	Microcomputers in Business	3
CO SCI 201	Introduction to Computers and Their Uses	3
CO SCI 208	Beginning BASIC Programming	3
CO SCI 233	Microcomputer Database Programming	3
CO SCI 239	Beginning Programming in C	3
CO SCI 291	Programming Laboratory	1
Total		**16**

Table 3: Required Courses for Certificate of Achievement in Microcomputer Programming Specialist

Course	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013*	Total
CO SCI 200	114	181	167	146	137	50	795
CO SCI 201	1,533	1,578	1,493	1,345	1,530	561	8,040
CO SCI 208	96	125	82	74	80	69	526
CO SCI 233	16	40	33	23	32	16	160
CO SCI 239	35	29					64
CO SCI 291	1,565	1,610	1,562	1,368	1,580	586	8,271
Total	**3,359**	**3,563**	**3,337**	**2,956**	**3,359**	**1,282**	**17,856**

Table 4: Enrollment by Academic Year; Courses in Italics Remain Archived; *Figures for the current academic year are not final

The small number of program completers, lack of required course offerings and curricular and programmatic redundancies discovered during the investigation, guided the committee's recommendation to discontinue the AA Degree in Insurance: Property and Casualty, Certificate of Achievement in Insurance: Property and Casualty, and the Certificate of Achievement in Microcomputer Programming Specialist.

APPENDIX – A

Expedited Program Viability Review Policy for Programs No Longer Feasible Due to Archiving of Required Course(s)

Expedited Program Viability Review:
Programs No Longer Feasible Due to Archiving of Required Course(s)

Program Viability Review is a process through which East Los Angeles College (ELAC), in consultation with its Academic Senate, conducts an "in-depth analysis, beyond that provided through program review" of an "educational program," as defined in Title 5, section 55000(g). Board Rule 6803, this standard for Program Viability Review ensures that the College's instructional resources are used in response to the College Mission, the goals and objectives outlined in its Strategic Master Plan, the needs of the students and of the community it serves. The Program Viability Review considers the program's link to the college "Mission", a clear "need" for the program, "quality" of the program, the "feasibility" of offering the program, and "compliance" of the program with all related legal and governing obligations. Program termination or discontinuance shall be considered if a program fails to meet the requirements of Education Code section 78016, and Board Rules 6801 and 6802.

In instances when a degree or certificate program is no longer feasible because a course required for that program is archived, the program will undergo an **Expedited Program Viability Review** to determine what actions should be taken, such as program maintenance, modification, improvement, or discontinuance. The procedures for Expedited Program Viability Review ensure it satisfies the standard for Program Review Viability.

Procedure for Initiation of an Expedited Program Viability Review

Expedited Program Viability Review can only be initiated by the College President, a College Vice President, or the Academic Senate President on behalf of the Academic Senate. A formal request is written and brought to the Program Review and Viability Committee (PRVC) for approval and initiation of a viability study.

When a program's feasibility is directly impacted by the archival of required courses, the lack/loss of program feasibility will be the determining factor on whether the Program Review Viability Committee (PRVC) decides that the request for an Expedited Program Viability Review should be approved. In this instance, if the required courses will no longer be offered, program discontinuance will be the default outcome.

If at any time during the Expedited Program Viability Review the department/program heads take sufficient corrective actions, the Viability Review Committee will terminate the Expedited Program Viability Review Process. After cessation of the Expedited Program Viability Review, it is still possible for the standard Program Viability Review to be conducted, if requested and approved under the college policy for such review.

Procedure for Establishing the Viability Review Committee

Approval to conduct an Expedited Program Viability Review is granted by the PRVC and it is carried out by the Viability Review Committee (VRC). The Office of Institutional Effectiveness facilitates appointment of VRC members. VRC composition shall include:

A.   The Program's Supervising Vice President
B.   2 Deans
C.   3 Academic Senate Representatives (at least 1 Chair from similar type of department – Workforce Education and Economic Development or Liberal Arts and Sciences)
D.   The Curriculum Chair
E.   1 AFT Representative
F.   1 Classified Representative (if the department employs classified Instructional Assistants or Laboratory Technicians)
G.   1 Office of Institutional Effectiveness Facilitator
H.   At most two "outside experts" from other institutions when either program initiation or program discontinuance is being considered/when appropriate

Although the VRC will solicit information from members of programs under review, the VRC itself will not include representatives from programs that may be directly affected by the viability review process. The VRC will be disbanded and discontinuance procedures terminated, if corrective measures are taken by the program's department heads before the Program Viability Report is put together.

Process for Conducting the Expedited Program Viability Review

Once the VRC is formed, the committee will meet to review the Expedited Program Viability Review process, establish a data collection plan for the study it is about to undertake, and draft and disseminate a Preliminary Notice of Program Discontinuance Pending Response to the Department Chair, Dean and/or other program head. A notice period of one month will provided for Department Chair, Dean, other program head, and interested parties to forward a response to the VRC. During the notice period, data collection period will also commence. The data collection should include data gathering; solicitation of position papers from faculty, staff, students and supervisors that may be affected by the Expedited Program Viability Review; consultations with outside experts, faculty and/or administrators from other institutions. At the start of the notice period, at least one well-publicized announcement of the Expedited Program Viability Review should be provided to members of the campus community, via the college website or Campus News, or the College's Service Area, and written statements about their opinions and concerns shall be welcomed. In addition, the VRC shall consult (when appropriate) with District, regional, State agencies and institutions overseeing specific types of programs (such as vocational programs).

VRC will consider extending the notice period if the extension does not interfere with the College having sufficient time for completion of the next two stages of the Expedited Program Viability Review, deadlines for articulation agreements, and/or catalog updates.

Procedures and Rationale for Development of Program Viability Review Recommendations

Within 2 months of the VRC's formation, the committee will produce a Program Viability Report (PVR) specifying the outcome of its deliberations and making specific recommendations for action, complete with timelines. The PVR shall include the following:

A.   A summary of the process used by the VRC
B.   A review of all data consulted
C.   Formal committee recommendations
D.   A detailed assessment of the recommendations' impact on the College's Mission, Strategic Master Plan, and budget as well as its likely impact on students, faculty, and staff

Possible outcomes of an Expedited Program Viability Review may include recommendations on the following:

- A. Program continuance
- B. Program modification
- C. Program improvement
- D. Program discontinuance

Program Discontinuance

In general, program discontinuance should be recommended only after a serious attempt has been made to improve a program's effectiveness and efficiency, unless it is clear that future efforts at remediation are not warranted. Pursuant to Board Rule 6801 and 6802, a viability review is required prior to program discontinuance and, in accordance with Board Rule 6803.10, when recommending program discontinuance, it must consider the following:

- A. The effects on students and student success if the program is discontinued
- B. Provisions that can and should be made for students in progress to complete their training
- C. The impact that discontinuance of the program will have on the comprehensiveness and balance of offerings across the college curriculum and within the district
- D. How the program's discontinuance would impact the educational and budget-planning process used at the institution
- E. How the program's discontinuance affects the region
- F. The effects of the program's discontinuance on transfer to four-year colleges and universities
- G. The effects of the program's discontinuance on local business and industries
- H. The effects of the program's discontinuance on faculty and staff

Making the Decision

Once approved by PRVC, the PVR and its accompanying recommendations, shall be forwarded to the Academic Senate for approval. The PVR shall also be forwarded to the Educational Planning Subcommittee and the ELAC Shared Governance Committee (ESGC) for approval. The approved PVR is then forwarded to the College President for final approval and decision making of the VRC's recommendations. In the case of program discontinuance, the College President and the Academic Senate President shall make program discontinuance recommendations to the Board of Trustees for approval. The recommendations shall include a description of the viability review process and the reasons for the recommendation.

Expedited Program Viability Review Timeline

Viability Review Committee (VRC) Holds Initial Meeting and Develops & Disseminates Preliminary Notice of Discontinuance Pending Response	Response Period per Department Chair, Dean and/or Other Program Head Data Collection (takes into account responses including solicitation papers and public notice responses, updates from Curriculum and Department Chairs)	Compose Program Viability Report (includes recommendations for decision making)	Making the Decision (PVR approvals from Academic Senate, EPSC and ESGC forwarded to College President for final approval)
Month	**1**	**2**	**3**