SACRAMENTO CITY COLLEGE
PROGRAM TERMINATION REVIEW

Purpose:
To critically review a program for possible termination or to recommend changes needed to enhance the program’s viability.

Process:

1. A request is made to the Campus Curriculum Committee (CCC) to initiate a Program Termination Review (PTR).

2. The CCC receives PTR request and schedules a presentation with the program’s department at the CCC meeting.
   a. If there is consensus by the Program/Department Faculty (full time and Adjunct), then the CCC makes a recommendation based upon the Curriculum presentation.
   b. If there is not consensus by the Program/Department Faculty (full time and adjunct), then a subcommittee is formed to review the proposal and interview full time and adjunct faculty. The subcommittee will then make a report to the CCC. The CCC will make a recommendation based upon the subcommittee report and the Curriculum presentation.

3. The CCC faculty co-chair will take the CCC recommendation to Academic Senate; the administrative co-chair will take the recommendation to the appropriate Dean’s Council (Instructional or Student Services).

4. The CCC faculty co-chair and the appropriate Vice President (Instructional or Student Services) will send the CCC recommendation to the President for discussion at Executive Council.

5. The President makes a decision and notifies the Academic Senate President and the appropriate Vice President (Instruction or Student Services).
SCC PROGRAM TERMINATION REVIEW

Initiating Criteria: (the basis for requesting a Program Termination Review)

One or more of the following conditions exist:
  - Declining Market/Industry Demand (local, regional, etc)
  - Advisory Committee Recommendation
  - Lack of Availability of Resources
  - Declining Enrollment/Productivity Trends
  - Declining 4 yr. College/University Transfer Trends

Who May Request a Program Review Termination based upon the Initiating Criteria?
  - Department Spokesperson in consultation with department members, or when there is no department spokesperson, a majority of the department members.
  - Curriculum Committee’s Faculty Co-Chair in consultation with Curriculum Committee members.
  - Vice –President of Instruction or Student Services in consultation with the Program faculty, the Program’s Area Dean, and if appropriate, the Dean of Instruction.

Composition of the Program Termination Review Subcommittee:
  - The composition of the subcommittee would be proportional to the type of program under PTR (vocational or non – vocational).
  - The subcommittee would be composed of 5 faculty and 2 administrators, none of which is directly involved with the program under PTR.

Guidelines: A Program Termination Review must review and analyze each of the following:
  - Market/Industry Demand (local, regional, etc)
  - Advisory Committee Recommendation
  - Availability of Resources
  - Enrollment/Productivity Trends
  - 4 year College/University Trends
  - Relationships to other Campus Programs
  - Recent Curriculum Redesign/Changes
  - Trends in Course Offerings/Scheduling
  - Trends in Diversity of Courses
  - Most Recent Program Review Recommendations
  - Contribution to College and Community

Note: Any request for additional information or clarification should be directed to the CCC faculty co-chair for disposition.