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.