

### **Board Policy**

Each college will implement a ~~policy and~~ procedure for program discontinuance that will be based on collegial collaboration between faculty, ~~staff~~ and administration. These must include mechanisms to identify and evaluate potential district-wide consequences, and specify the points and mechanisms by which the two colleges will communicate regarding any potential program discontinuance.

### **Administrative Procedure**

1. Each college shall implement procedure which explicitly identify:
  - a. criteria that ~~might~~ trigger concerns about program viability;
  - b. mechanisms and timing of communication and collaboration processes which are inclusive of program faculty, ~~staff~~ and administrators; and
  - c. mechanisms by which program viability problems might be remedied as an alternative to discontinuance;
  - d. the timing for communication with administrators, ~~staff~~ and faculty via the Academic and Professional Matters (APM) committee ~~and CAC~~ to identify programs at the sister college that might be affected and to explore the possibility of merging/absorption by the sister college
2. If one of the colleges determines through its shared governance process that program discontinuance is necessary, all of the following will occur:
  - a. Written formal notice will be sent to program faculty ~~and staff~~, the Faculty Association, and Classified Unions. The timing of notification shall be in accordance with ~~Article 15 of the FA Agreement respective agreements~~;
  - b. College faculty, ~~staff~~ and administrators will collaborate to develop a phase-out plan to be brought to APM ~~and CAC~~ for discussion and feedback. This phase-out plan will include provisions to ensure that:
    - i. there is timely and ongoing communication with affected faculty and staff
    - ii. all students currently in the program have the opportunity to complete the program and are appropriately counseled, and
    - iii. the ~~bargaining units have~~ time to resolve contractual issues for faculty and staff in the affected program ~~in accordance with their respective contracts~~.