

**MAINE COMMUNITY COLLEGE SYSTEM
PROCEDURES MANUAL**

**ACADEMIC AFFAIRS
Section 303.2**

SUBJECT: PROGRAM DISCONTINUANCE

PURPOSE: To establish a process for discontinuing programs of study.

Programs of study may be discontinued through a targeted review process or as a result of insufficient revenue. The processes are outlined below.

- I. Programs of study may be targeted for review under any of the following conditions:
 - A. questionable employer satisfaction with graduates;
 - B. lack of progress toward meeting national standards;
 - C. a significant declining trend in enrollment, placement, or completion rate which is less than a minimum targeted enrollment established by the management team of the college for two consecutive years, or a pattern of unstable enrollment with dips below the targeted enrollment in three of the past five years;

OR

- D. to address restructuring objectives established by the management team of the college.
- II. If a program is targeted for review, the college shall perform the review using the data of the most recent program review. The information should be supplemented as appropriate. If more than three years have passed since the most recent program review, a review should be conducted using the MCCS Procedure Section 306.1, Program Review. In this process, the college shall take the appropriate action(s) from A. or B. and/or C. below.
 - A. Concurrent with the initiation of the review, notification should be made to the system president that the program has been targeted for review. Should the college choose to suspend new student matriculation in the targeted program during the review process, the notification must also be forwarded to the system president. This notification must give the anticipated length of time that the new student matriculation will be suspended and indicate the rationale for this action in the review process. Upon approval, the system president will notify the Presidents Council and the Educational Policy Committee of the action. The college must advise the system president within TWO years of initial notification

of its decision to either reinstate student matriculation in the program or to terminate the program as stated in item C. of this item. The System President will notify the Presidents Council and the Educational Policy Committee of the planned action.

The alternative option is outlined in B. of this item.

- B. Initiate changes designed to eliminate the unacceptable characteristics listed above within a specified time frame but not more than two years. The program of corrective actions must contain specific goals and objectives which must be achieved. The corrective action plan must be forwarded to the System President.

OR

- C. Initiate the process for recommending termination of the program in a manner that will reflect the college's commitment to the students and faculty. Please reference item IV.B.1. In preparing the proposal to discontinue a program of study.
- III. Revenue shortfalls may also necessitate the discontinuance of one or more programs of study. In revenue shortfall instances the items listed in the section IV.B.2. should be addressed in the document outlining the rationale for the discontinuance. In addition, the document should also address the role of the program advisory committee in the process leading to the discontinuance proposal.
- IV. The process for notification of appropriate parties leading to final action by the Board of Trustees is as follows:
- A. The college president shall notify the Presidents Council that a program(s) has been identified for discontinuance. Concurrently, the chief academic officer of the college shall notify the other college chief academic officers of the proposed action.
 - B. 1. For the discontinuance of a program of study under items I. and II. of this section, the college is to prepare proposal that recommends the discontinuance of the program of study and includes the rationale that addresses, at a minimum, the following points:
 - a. enrollment rates and trends;
 - b. local industry demand and/or placement rates;
 - c. program length;
 - d. accommodation of currently enrolled or matriculated students;
 - e. accommodation of students admitted but not yet enrolled or matriculated;
 - f. instructor notice and opportunity to be heard;
 - g. advisory committee involvement in the decision; and
 - h. compliance with contractual requirements relative to the termination of employees.

2. For the discontinuance of a program of study under item III. of this section, the college is to prepare proposal that recommends the discontinuance of the program of study and includes a rationale that addresses, at a minimum, the following points:

- a. the factual need to reduce cost;
- b. the cost of the program proposed for discontinuance (include personal services, all other, and capital expenditures (average per year for the past five years) relative to the cost of other programs;
- c. the revenue that will be lost by the program proposed for discontinuance (i.e., tuition, fees, special and/or federal, etc.);
- d. enrollment rates and trends;
- e. local industry demands and/or placement rates, program length, accommodation of currently enrolled or matriculated students;
- f. program length;
- g. accommodation of currently enrolled or matriculated students;
- h. accommodation of students admitted but not yet enrolled or matriculated;
- i. instructor notice and opportunity to be heard;
- j. advisory committee involvement in the decision; and
- k. compliance with contractual requirements relative to the termination of employees.

C. The Presidents Council will consider the proposed program discontinuance and recommend a course of action to the System President.

D. The System President will forward a recommendation relative to the program discontinuation to the Educational Policy Committee of the Board of Trustees.

E. The Educational Policy Committee will review the recommended action and present a resolution to the Board of Trustees for consideration.

V. Final action to discontinue a program of study at any of the colleges of Maine Community College System can only be taken by the Board of Trustees.

REFERENCES: MCCS Policies 303 and 306

DATE ADOPTED: March 25, 1994

DATE(S) AMENDED: July 30, 1997; March 27, 2001; January 26, 2010