

CLOSURE OF OCCUPATIONAL PROGRAMS (SUN-SETTING)

Proposed Revision sent to Chancellor's Cabinet September 2007

Revised by Chancellor's Council on December 4, 1990

Approved at Chancellor's Council on July 5, 1988

1. If a program is underperforming based on the Program Dashboard criteria, the Director of the Office of Assessment and Effectiveness meets with the appropriate Dean to review the data profile. The Dean then discusses the matter with the Campus President, the Program Coordinator, the Department Chair and other discipline faculty to determine if a Program Planning review should be conducted. If a Program Planning review is conducted, it will be followed by a Curriculum Review Committee minor program review. Based on the recommendations of the CRC and the information provided from the Program Planning review, the process will either move forward to closure or steps will be taken to revise the program.
2. The Campus Dean, faculty and Department Chair/Program Coordinator will conduct ongoing discussion about program potential and alternatives (if any) to closure.
3. The Campus Dean discusses program status with the Campus President, the Vice-Chancellor of Academic Affairs and the Deans' Cabinet.
4. If program closure is indicated and agreed upon, the Dean completes a "Program Closure Form, Part I" (see attachment) and provides the form and accompanying data to the Campus President who presents it to the Chancellor's Cabinet.
5. The President of the campus that offers the program informs the Dean of the decision of Chancellor's Cabinet.
6. The following steps must be taken by the Dean upon receipt of written notification of program closure from the Campus President:
 - a. A time-line for program closure must be developed which provides sufficient time to "clear" all in-program students. This time-line must be reviewed and supported by the Registrar.
 - b. All students with that program's designation on their records are to be notified in writing by the Dean of the closure dates of the program and course availability to meet the requirements of the program.
 - c. The Dean will provide written notification to the Registrar to withdraw the program from the College catalog and from all other College forms and publications, and to change the status code in Colleague. Counseling Department Chairs will be notified of the closure timeline by the Dean.
 - d. Any remaining program related materials must be destroyed.

- e. The Dean will request that OCC's occupational liaison notify the Department of Education of the program closure. The Registrar will also notify any educational agencies with whom the college has program transfer and/or articulation agreements .
- 7. When Part II of the Program Closure Form is completed, the Dean will forward all materials to the Chancellor's Office for approval and signature. All final program closure materials will be sent to the Registrar's Office from the Chancellor's Office.
- 8. The Registrar will forward formal notification to the College Academic Senate Council. The Registrar's Office will serve as the repository for the closed program materials, and Program Closure Forms, together with copies of all of the notices prepared and distributed by the personnel involved in the closure.