Resolution to Replace the *HSU Procedures for Discontinuance of Academic Programs*

#12-08/09-EP – December 9, 2008

RESOLVED: That the Academic Senate of Humboldt State University recommends that the attached procedure temporarily replace the current *HSU Procedures for Discontinuance of Academic Programs*; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommends that the attached procedure be implemented at the beginning of the Spring 2009 term and remain in effect for a period of not longer than three years, ending Spring 2011; and be it further

RESOLVED: That the Academic Senate of Humboldt State University charges the Educational Policies (or other appropriate new curriculum management/policy) Committee to develop a policy for ongoing curriculum management, including all facets of curriculum change.

> *RATIONALE: Because the Program Prioritization Process is a logical substitute for the beginning stages of the current discontinuation policy, this temporary procedure will provide for a more effective approach for any program discontinuations that result from Prioritization, while simultaneously planning for growth of top-ranked programs.*

PASSED – December 9, 2008 – Academic Senate
APPROVED – December 12, 2008 – President Richmond

Electronic Distribution:
VP for Academic Affairs
Associate VP for Academic Programs and Undergraduate Studies
VP for Administrative Affairs
VP for Student Affairs
VP for University Advancement

Procedure for Post-Program Prioritization Process and the Academic Planning Committee

Assumptions:

- Academic programs are defined as any pathway/option/Certificate/etc. which are identified as a separate program by the program prioritization ranking process.
- Faculty input, negotiation, and consensus building produced the criteria which will be applied to complete program rankings.
- Program Prioritization (PP) is a process of faculty using their best judgment in applying criteria, leading to the ranking of all academic programs.
- The resulting rankings will reflect both numerical scores and consideration by the PP taskforce of other relevant factors including a rationale for the ranking.
- The report from the PP taskforce will provide a ranked list, but not recommendations for actions for those programs on the list.
- The selection of courses within a level for immediate action will be based on issues such as timeliness, feasibility, budget implications, etc.
- This policy will be in force, taking the place of the current *HSU Procedures for Discontinuance of Academic Programs*, for a period of no longer than three years, ending Spring 2011. During this period, the Academic Senate's Educational Policies Committee is encouraged to develop a policy for ongoing curriculum management including all facets of curriculum change.
- In the future when new programs are proposed, the curriculum management body being developed by the Provost's task force will be responsible for evaluating the proposal.

Outline of Process:

1. An *ad hoc* Academic Planning Committee (APC) will be formed by the Provost, in consultation with the Academic Senate Executive Committee. The APC will be dissolved once the campus develops a new curriculum management structure/process.

2. Membership of the APC will be:

    *5 (five) tenured faculty members (representing every college and ideally with appropriate curricular experiences), to be selected by the Provost in consultation with the Senate Executive Committee
    *the Vice Provost for Academic Programs and Undergraduate Studies.

3. The Provost, in consultation with the APC, selects a reasonable number (see #9) of the highest priority programs, from both the top and the bottom of the priority list, for action by the APC. This process will continue; once the first set of program recommendations have been forwarded to the Provost, the next set of programs will be selected for review.

4. The Provost will recommend a course of action for each of the programs selected.

5. The APC organizes program committees, for each program under consideration, with a total of five members drawn from both inside and outside the program.

6. The program committees invite comments regarding the various options, from the campus community, and identify and prioritize the options.

7. The program committees work toward a consensus recommendation for action – if necessary, the committee can present both a majority & minority report.

8. The program committees will have 25 faculty work days to complete their recommendations.

9. If more than ten programs are forwarded by the Provost in any one cycle, the APC may opt to extend the deadline for the program recommendations to the Provost in order to find sufficient members to staff the program committees.

10. The program committees present their written reports to the APC.

11. The APC will collect all of the recommendations for the programs being examined in the current cycle within a particular level (e.g., low ranked or high ranked) before making a recommendation.

12. The APC evaluates the program committees' recommendations from a campus-wide perspective and determines what the final recommendation will consist of (consensus preferred, majority vote if required). If the recommendation is to eliminate a degree program, the APC recommendation will be brought to the Senate Executive Committee which will bring it to the Senate floor for discussion and a vote. Otherwise, the APC recommendations will be sent directly to the Provost.

13. The APC reports its recommendations to the Provost.

14. The APC reports the recommendations it has made to the Academic Senate as an information item.

15. The Provost makes the decision or recommendation to the President, and communicates his/her rationale back to the APC.

Procedure:

When the APC is established, it will begin developing criteria for prioritizing augmentation proposals for programs that are ranked at the top of the prioritization list. As part of this process, the APC will consult with the UCC and the Senate. These criteria will inform the Provost's selection and be applied (with judgment) by the APC to the programs forwarded by the Provost once the prioritization list is completed.

From the prioritization list, the Provost will select a set of programs to consider during the academic year. Several will be drawn from the top of the prioritization list, and others from the bottom of the list. The Provost will outline some potential actions that could be recommended for each program (e.g., faculty augmentations, equipment augmentation, do nothing, merge with other programs, discontinuation, etc.).

The list of programs to be considered, along with a list of some potential actions, will be forwarded to the newly formed Academic Planning Committee (APC) for consideration. Given the current configuration of committees, the APC will be an ad hoc committee with its functions taken over in the future by whatever curriculum management structure develops.

The APC, in consultation with involved departments, will form program committees for each program decision (i.e., one program committee may look at how to best combine two or three options in a major. Each option would not require a separate committee). The program committees will consist of five members, including the Department Chair or designee, a faculty representative, and a student or alumni, from the program. The committee will expand to include three additional members in the case where two separate departments are involved in discussions of a possible merger. In addition to the members associated with the program under consideration, the five member program committee will include a faculty member external to the program, and a dean or his/her designee from an unrelated college (in the case of programs that span all three colleges, the Vice provost will be invited to substitute for the dean). As part of their process, the program committees will invite comments from the campus community regarding the various options being considered.

The program committees will be charged with developing a consensus recommendation which may or may not include one of the options identified by the provost. If consensus is not possible, the committee may present both a majority and minority recommendation to the APC. The reports will be completed in no more than 25 faculty work days. The reports will be presented to the APC which will make the decision as to what to formally recommend.

In the case of a proposed discontinuation of a degree program, the APC will present its recommendation to be debated and voted on by the Senate body. A period of at least thirty minutes, but not more than two hours will be provided for public comment prior to a vote on discontinuation by the Senate. The Senate will have 30 faculty work days to complete its recommendation regarding discontinuation and forward it to the provost. In the case of options, certificates, or other non-degree programs, or for recommendations that do not include discontinuation, the APC will forward its recommendation to the Provost. Each recommendation to the Provost will be accompanied by an information item report given to the senate body by a member of APC.

The Provost will respond with a written rationale on those occasions that he/she does not concur with the recommendation.

In the case of the possible discontinuation of a degree program, where the Senate and Provost disagree on the appropriate action, a member of the APC and the Senate Executive Committee will meet with the Provost and President to discuss their differing views. Having considered all sides of the issue, the Provost and President will forward their recommendation to the Chancellor.

Attachment to Resolution #12-08/09-EP
Approved, Academic Senate, 12/9/08
Approved, President Richmond, 12/12/08

Electronic Distribution:
VP for Academic Affairs
Associate VP for Academic Programs and Undergraduate Studies
VP for Administrative Affairs
VP for Student Affairs
VP for University Advancement

Discontinuation Procedure

Attachment #2 to

Resolution #12-08/09-EP

- Senate Resolution
- Policy

RESOLUTION ON HUMBOLDT STATE UNIVERSITY
PROCEDURES FOR DISCONTINUANCE OF ACADEMIC PROGRAMS (#15-01/02-EP)

WHEREAS, The potential discontinuation of an academic program affects students, faculty and the university; and

WHEREAS, The Chancellor's Office in 1980 issued a memo stating that all campuses "shall have written procedures, approved by the Chancellor, for the discontinuance of academic programs", and

WHEREAS, According to the Chancellor's directive, the procedures should be based on certain provisions: be the result of a program review (ad hoc or regular), include broad consultation, provide mechanisms for enrolled students to complete their degrees, and include advice from the academic senate and appropriate committees, and

WHEREAS, The current HSU document titled Procedures for Discontinuance of Academic Programs (dated 1980) does not very clearly or specifically address the Chancellor's provisions,

WHEREAS, The current HSU document does not address what constitutes an ad hoc program review, therefore be it

RESOLVED, That the Academic Senate of Humboldt State University approve the revised and updated Procedures for Discontinuance of Academic Programs.

HUMBOLDT STATE UNIVERSITY
PROCEDURES FOR DISCONTINUANCE OF ACADEMIC PROGRAMS

This document replaces 27 June 1980 HSU document titled "Procedures for Discontinuance of Academic Programs". Furthermore, this document follows the general guidelines found in the 12 June 1980 Chancellor's Office Memo EP&R 80-45, Clarification of Interim Policy for Discontinuance of Academic Programs (EP&R 79-10, 26 January 1979).

The Chancellor's Office memo states that each campus shall have written procedures, approved by the Chancellor, for the discontinuance of academic programs. An academic program is defined for this purpose as a sequence of courses leading to a degree. These campus procedures are to be based on the following general provisions, insofar as possible:

A proposal to discontinue an academic program will be the result of a regular or ad hoc review of the program. The review shall include broad consultation with groups or persons likely to be affected by the discontinuance, including enrolled students.
The proposal shall specify mechanisms to permit enrolled students to earn their degrees.
The president shall review the proposal with the advice of the campus academic senate and appropriate representative committees constituted for this task.

The procedures for a regular program review are described in Administrative Memorandum P & VPAA 97-07, Department Self-Study and Resource Review. If the self-study does not include the broad consultation described in the

second bullet above, then such consultation must be completed and documented before the program review phase of this process is deemed complete.

At any stage in the discontinuance process, recommendations may include retention, suspension or discontinuance of program. If suspension is the recommended option, the criteria imbedded in the suspension document must be followed.

An ad hoc program review may be initiated by one of the following groups or individuals: a majority of probationary and tenured faculty in an academic department or school, a college committee or an academic administrator. That group or individual will present a rationale to the Vice President for Academic Affairs, who, to ensure timeliness, will oversee the process. The Vice President, following consultation with the Academic Senate Chair, will make a recommendation to the President regarding initiation of the process. In the case where an academic program includes courses and faculty from several departments (e.g. Environmental Science, Liberal Studies Elementary Education, Social Sciences), ad hoc program review may be initiated by a majority of faculty with oversight responsibility for or who routinely teach courses in the program, a college committee or an academic administrator. A list of current programs and faculty can be found in the Office of Academic Affairs.

In the case of an ad hoc review for the possible discontinuance of the program, the review begins with a self-study that must address the following elements of a regular program review:
A careful assessment of the quality of the academic program
A discussion of how the academic program achieves overall university goals
A discussion of the enrollment history (including CSU and national comparisons if available), faculty and staff use, and the need for resources in the areas of supplies and services, equipment, library computing and facilities
A discussion of the future curricular directions for the program and future resource requirements
A report of the broad consultation required above
A discussion of the results of any external review since the last program review
And in addition:
A discussion of the impact of a decision to discontinue the academic program on the University and the community
A description of the process by which currently enrolled students would be permitted to complete their degrees, should the program be discontinued.

College Level Review
Upon completion of the above self-study portion of the ad hoc review, the self-study will be forwarded to the appropriate College Curriculum Committee(s) for review and comment. After completion of its deliberations the committee will forward a written report to the College Dean(s) and to the University Curriculum Committee (UCC) (if the program under review is a graduate program then the report will also be forwarded to the Graduate Council) with a copy sent to the department (or affected faculty if there is no lead department) in order to provide an opportunity to respond.

The College Dean will review the self-study and College Curriculum Committee report and in addition will prepare a resource analysis for the academic program. The College Dean will forward the resource analysis and a recommendation regarding discontinuance of the program to the Joint Council of Deans and Faculty Leaders.

University Level Review
The UCC will review the self-study and the College Curriculum Committee report (if the program under review is a graduate program then the UCC will also review a recommendation from the Graduate Council) and advise the Vice President of Academic Affairs regarding the curricular quality of the academic program under review.

A subcommittee of the Joint Council of Deans and Faculty Leaders will be formed consisting of the appropriate College Dean, the Dean for Research & Graduate Studies or the Dean for Undergraduate Studies (as appropriate) and a faculty member from the Joint Council. The subcommittee will review the self-study, College Curriculum Committee report, UCC recommendation and the analysis of the College Dean. In addition, the subcommittee will meet with the Department Chair/Program Leader, and a student representative appointed by the Associated Students. The

subcommittee will then make a recommendation to the Joint Council regarding the discontinuance of the academic program with a copy sent to the department (or affected faculty if there is no lead department) in order to provide an opportunity to respond.

⌣ ⸱ Joint Council of Deans and Faculty Leaders will review the recommendation of the subcommittee and any responses received, and a make a recommendation to the Vice President for Academic Affairs with a copy sent to the Academic Senate for its review. This concludes the ad hoc program review.

If there is a recommendation to discontinue a program as the result of a regular program review then a copy of that recommendation will be forwarded to the Academic Senate for its review.

Academic Affairs/Senate Level Review
Upon receipt of either a regular program review or an ad hoc review recommending the discontinuance of an academic program, the Vice President for Academic Affairs and the Academic Senate will review the recommendation and supporting documents. Following this review, the each will forward a recommendation regarding the discontinuance of the academic program to the President.

Presidential Review
The President shall review the proposal and the recommendation of the Vice President for Academic Affairs along with the recommendation of the Academic Senate and make the final campus determination regarding the discontinuance of the academic program. Campus recommendations for program discontinuance are then forwarded to the Chancellor's Office for final review.

Maximum Time Limits for the Ad Hoc Review (lengths of time listed below are for the academic time period, exclusive of the summer term)*
⌒ ˈf-Study 120 academic days
⌣ˌlege Curriculum Committee Review 30 academic days
College Dean Review 30 academic days
University Curriculum Committee Review 30 academic days
Joint Council Review 30 academic days

Maximum Time Limits for the Final Review
Vice President Review 30 academic days
Academic Senate Review 30 academic days
Presidential Review 30 academic days

* For regular program review, use the most recent "Department Self-study and Resources Review" timeline (see administrative memorandum P & VPAA 97-07 dated September 1997).

3/1/01 Draft by Joint UCC/Educational Policies Subcommittee

3/27/01 Draft approved by UCC

2/26/02 Draft presented to academic senate for discussion

3/7/02 Draft revised by Joint UCC/Educational Policies Subcommittee

3/26/02 Revised draft approved by UCC
⌠ 7/02 Revised by Educational Policies Committee
⌣⁄8/02 Revised at Senate Executive Level

From: Rollin Richmond [Rollin.Richmond@humboldt.edu]
Sent: Friday, December 12, 2008 10:31 AM
To: Saeed Mortazavi; Merry Phillips
Cc: Mary Greta; Patty Lindley; Robert Snyder
Subject: Your memoranda of Dec. 10

Dear Saeed and Merry:

Thank you for your memoranda concerning the work of the Senate. I approve the resolution regarding the Fall 2008 Graduation list. After consultation with the Provost, I also approve the resolution (#12-08/09-EP) regarding procedures for the discontinuance of academic programs. I have already responded (see copy of email below) regarding the resolution on the Keeling Report. After consultation with the Provost, I approve the resolution (#08-08/09-EP) regarding accepting a course of study as fulfilling Area E and/or upper division GE. Thank you for these actions.

Rollin

Rollin C. Richmond, President
Humboldt State University
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Begin forwarded message:

From: Rollin Richmond <rollinr@humboldt.edu>
Date: December 11, 2008 10:01:00 AM PST
To: Saeed Mortazavi <Saeed.Mortazavi@humboldt.edu>
Cc: Merry Schellinger <mbs7001@humboldt.edu>, Patty Lindley <Patty.Lindley@humboldt.edu>, Mary Greta <mg3@humboldt.edu>, Robert Snyder <Robert.Snyder@humboldt.edu>, Jena Burges <jb139@humboldt.edu>
Subject: Responses to Senate communications

Dear Saeed:

Thank you for your communications regarding Senate actions of November 19th and 20th. I am pleased to learn that the Senate approves the process established by the CFA and the CSU for Post Promotion Salary Increases.

I am delighted to approve the resolution on Approaches to Improve Undergraduate Student Writing (#04-08/-9-EP). Ensuring that students have many opportunities to hone their writing skills is an important addition to our curriculum.

Thank you for the resolution on the response to the Keeling Report.