

**Program Elimination Criteria and Procedure (Amended and Passed by Academic Senate, February 2, 2010;
Approved President Richmond, February 5, 2010)**

To: Academic Senate Executive Committee
 From: Program Elimination Task Force (Saeed Mortazavi, Chair, Brandon Chapin, Richard Bruce, Steve Smith, Cindy Moyer, Brent Duncan, Mark Rizzardi, John Filce, Scott Paynton, Jená Burges)
 Re: Proposed Program Elimination Criteria and Procedure
 Date: January 12, 2010

I. Proposed Criteria and Methodology

The Task Force recommends that the following sets of criteria be used to identify a set of programs for possible elimination:

Criteria for Undergraduate Programs

Impact Measures		Impact AND Financial Measure	Financial Measures		
Prioritization Ranking		Number of Degrees Awarded Annually (4-year average)	Subject Area SFR (3-year average)	Department Cost per FTES (4-year average)	

Criteria for Graduate and Credential Programs

Impact Measure	Impact AND Financial Measure	Financial Measures	
Prioritization Ranking	Number of Degrees Awarded Annually (4-year average)		Graduate/Credential SFR (3-year average)

Methodology

Based on the criteria above, the following steps will be followed to generate two ranked lists of programs, one for undergraduate programs and one for graduate and credential programs. For each list, the task force will:

1. obtain the data for each criterion with the assistance of Institutional Research
2. send each department its data and request that the department check for errors or oversights in that data
3. rank each program for each criterion, with the rank of 1 assigned to the program with the best criterion value.
4. sum the ranks across the criteria for each program.
5. rank the programs according to the sums of the criterion values.
6. submit the ranked lists of programs to the Provost.

II. Proposed Procedure and Timeline

January 19, 2010	Criteria and procedure approved by the Academic Senate Executive Committee and the Provost, who will collaboratively determine what proportion of savings are to be achieved through elimination of graduate/credential programs, and what proportion is to be achieved through elimination of undergraduate programs.
February 2, 2010:	Criteria and procedure approved by the Academic Senate. Program Elimination Task Force, as currently constituted, instructed to develop ranked lists of programs as described above.
February 9, 2010:	Send each department its data and request that the department check for errors or oversights in that data
February 15, 2010:	Departments return data, with corrections as needed, to the task force.
February 19, 2010	Program Elimination Task Force forwards its ranked lists to Provost, who will work with IR to obtain a cost savings estimate for each program on the lists.
February 26, 2010	Provost forwards the ranked lists, with the cost-savings estimate noted for each program, to the Senate Executive Committee. Using the proportion developed collaboratively with the Academic Senate Executive Committee on January 19 and confirmed by the Academic Senate on January 26, the Provost also identifies the amount of cost savings to be reached through elimination of graduate/credential programs and the amount to be reached through elimination of undergraduate programs. <ul style="list-style-type: none">• The Senate Executive Committee, with the participation of the President of Associated Students, identifies programs to be considered for elimination, beginning at the bottom of the ranked lists and proceeding up through the lists until enough programs have been identified to achieve 200% of the necessary level of savings. The Senate Executive Committee then notifies the identified programs of their status and their relative ranks, and invites them to submit a statement of rebuttal, no more than two pages in length. Each such program is also invited to send a faculty representative and a student representative to participate in a question-and-answer panel at the Academic Senate.• The Academic Senate receives the full ranked lists, with programs identified for possible elimination highlighted.• Program rebuttal documents are distributed to Academic Senate Members. Senators are encouraged to email questions regarding the rebuttal of particular programs previous to the oral presentation/question & answer and those programs are asked to submit their responses to those questions in writing.• The Academic Senate votes yes/no on elimination of each program, beginning with the programs at the bottom of the ranked lists, until either the necessary level of savings has been reached OR all programs within the initial identified group have been voted on, whichever comes first. If the necessary level of savings has not been reached, programs higher on the list will be notified and invited to provide rebuttals and appear on a panel the following week.
April 20, 2010	Academic Senate forwards its recommendation to the Provost. If the necessary level of savings has not been reached, the Provost will find other means of cutting the additional amount required.

Degree programs eliminated through this process will work with their Deans to develop a plan for allowing currently enrolled students to complete their degrees. These plans will be submitted to the Academic Programs office.