Appendix A
Program Review and Program Viability Process

October 17, 2002
TO: Instructional Council
CC: April Jensen, Executive Vice President
FROM: Program Review Subcommittee

Hank Galmish chaired the Program Review Subcommittee. Other members and contributors include Mark Millbauer, Barbara Rom, Sylvia Mantilla, Jeff McCauley and Edith Capen. This is the committee's recommendation to the Instructional Council:

Program Reviews and Program Viability Studies

Program faculty conduct informal reviews on a regular basis to make improvements and adjustments that are within the scope of the faculty responsibilities. The assumption is that faculty work with administration to solve problems and implement changes as agreed.

1. Program Review Process

Program concerns and issues, which in magnitude exceed the scope of informal reviews, should be addressed in a Program Review Process. This process may be initiated at any time by program faculty, the division chair and/or the dean to address any of a variety of unresolved issues or concerns. The concerns may include but are not limited to:
1. Enrollment Trends
    - Positive growth may require investment or growth initiative
    - Negative trends, changing demand, competition, etc.
    - Enrollments projected to be inadequate to support full-time faculty load.
2. Projected employment outlook and program viability
3. Cost Considerations
    - Space, equipment and technology needs to maintain program
    - Human resources to instruct or support program

A committee is established to include all full-time faculty members in the program, the division chair, and the dean. Additional members from outside the program/division or from the advisory committee may be asked to serve at the discretion of the committee. Committees may also ask for a State Board viability study, if appropriate.

The committee at the onset shall in writing outline its objectives and goals and provide a timeline for an action plan and for completing its goals. An informational copy of this document will be provided to the IC and the EVP. At the conclusion of the committee's work, a final informational assessment report will be written to the IC and EVP.

2. Program Viability Study

After the Program Review Process has been completed and has either produced no satisfactory results or solutions to problems identified, or there is disagreement or uncertainty about the plans or projected outcome, a formal program viability study may be conducted by an Instructional Council committee.

Purpose:
The purpose of the IC committee review is to insure a thorough review process with independent and outside perspectives (faculty from outside division) to insure that program and faculty interests are being fairly heard and considered.

Committee members:
The committee appointed by the IC would consist of up to two program faculty, the division chair, and one more faculty members from outside the division. The supervising dean will also serve on this committee. The IC will convene this committee in as timely a manner as possible.

Components of the Review:
These may vary from program to program, but should generally include the following in addition to standard data analysis:

- Market analysis
- Labor trends and employment outlook
- Advisory committee involvement and perspectives
- Skill standards/Industry standards
- Competition
- State viability study (if not already done)

Within **six months** from the date the IC committee was formed, the committee will provide a written report to the Instructional Council with a summary its findings and conclusions.

The Instructional Council will then within **two regular IC meetings** make a written recommendation to the Executive Vice President.

The Executive Vice President will then meet with the committee and the IC chair to further discuss the recommendations and within **two weeks** inform the IC regarding his/her written decision or planned outcome.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Program Review Committee concludes work without agreement or resolution. Sends report to IC & EVP	Program Viability Study request comes to IC	IC creates committee	Committee reviews and presents written report to IC	IC reviews and makes recommendation to EVP	EVP meets with Committee and IC chair and then informs IC of decision or plan
	----------	--Up to six months--	-------------	Two IC Meetings	Up to two weeks