



UCCS CAMPUS POLICY

Policy Title: Program Discontinuance

Policy Number: 200-014

Policy Functional Area: ACADEMIC

Effective:

June 20, 2005

Approved by:

Pam Shockley-Zalabak, Chancellor

Responsible Vice Chancellor:

Executive Vice Chancellor of Academic Affairs (EVCAA)

Office of Primary Responsibility:

Chancellor

Policy Primary Contact:

Chancellor, 719-255-3436

Supersedes:

N/A

Last Reviewed/Updated:

N/A

Applies to:

Administration, Faculty

Reason for Policy: This policy is required by the Administrative Policy Statement "Program Discontinuance Policies as Adopted by the Board of Regents and Administrative Guidelines for Implementing Program Discontinuance Policies."

I. INTRODUCTION

The Board of Regents may decide to discontinue an academic program for educational, strategic, and/or financial reasons. This policy sets forth the process for making recommendations to the Board of Regents for program discontinuance in conjunction with the System Administrative Policy Statement entitled: "Program Discontinuance Policies as Adopted by the Board of Regents and Administrative Guidelines for Implementing Program Discontinuance Policies."

II. POLICY STATEMENT

- A. Authority for the creation of campus administrative policies is found in The Laws of the Regents, 1990, Article 3 Section B.8, which states:

The chancellor of the University of Colorado at Colorado Springs shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of the Colorado Springs campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these Laws, the Board, and as may be delegated by the president.

B. Purpose:

This policy is required by the Administrative Policy Statement “Program Discontinuance Policies as Adopted by the Board of Regents and Administrative Guidelines for Implementing Program Discontinuance Policies,” which states in relevant part: “[b]efore undertaking program discontinuance under this policy, each campus shall develop a campus policy on program discontinuance. The campus policy must specify which committee or committees are to make written recommendations for program discontinuance and the policy must define the grounds or considerations to be used in making a decision to close a program.

C. Procedures:

1. Internally Initiated Program Discontinuance.

a. The Initial formal written request (“Request”) for an Internally Initiated Program Discontinuance may be sent to the campus chancellor from a department, its chair, the dean, the campus program review committee, the vice chancellor for academic affairs, the chancellor, the president or the Board. In response to the Request, a review will be conducted by the chancellor in collaboration with a faculty committee. The Faculty Program Discontinuance Committee (“FPDC”) will comprise the following:

i. A faculty member or members elected by each school or college, who are not currently serving as chairs, directors, deans or vice chancellor. Each school or college will select the following number of representatives:

Beth-El:	1
Business:	2
Education:	1
Engineering:	2
Letters, Arts and Sciences:	4
Library:	1
Public Affairs:	1

ii. A representative selected by Faculty Assembly.

b. The FPDC will select its own chair.

2. In collaboration with the Chancellor, the FPDC will review the request and shall take input from the members of the unit recommended for closure, the chair and dean, and from other faculty, students and administrative units affected by the possible closure Using the grounds/considerations contained in this policy, the FPDC shall collect information to ascertain whether there are such grounds/considerations as set forth in this policy. The FPDC will prepare a written report of its findings.

3. The Chancellor and the FPDC must consider the following grounds/considerations:

a. Points that should be considered when reviewing requests and making recommendations for program discontinuance for educational reasons include:

- i. The long-term state, regional and national needs for such academic or research efforts;
 - ii. The existence of similar academic or research efforts at other academic or research institutions;
 - iii. The quality of the campus' program in terms of the faculty and staff, students, accreditation or program review, or research and other facilities (library collections, laboratories, field support facilities, etc.);
 - iv. The importance of the program as a support for, or as an integral part of, other campus or University academic and research programs;
 - v. The importance of the program as fundamental to a university education;
 - vi. The importance of the program to the state or region in terms of its cultural, historic, political, economic, or other social aspects; and
 - vii. The importance of the program to the state or region in terms of its geologic, geographic, environmental, or other physical aspects.
- b. Considerations/grounds that may lead to discontinuance for budgetary constraints, resource allocation or other financial reasons include:
- i. Actual or projected revenues and costs of the program including both direct and indirect costs;
 - ii. Potential cost savings from elimination of the program;
 - iii. Efficiency of program operations in relation to revenues and expenditures (and credit hours and research dollars);
 - iv. The program's contribution to the campus' fiscal health; and
 - v. Performance data related to the program such as multi-year trends and projections for enrollment, retention, completion, placements, impacts on other programs and capacity data such as student/faculty ratios, courses taught by tenure/non-tenure track, research productivity, programmatic cost benefit analysis, or ability to generate income.
- c. Considerations/grounds that may lead to discontinuance for strategic realignment reasons include:
- i. Centrality of the program to the campus mission;
 - ii. Role of the program in the campus or college strategic plan (academic master plan);
 - iii. Ability of the program to enhance the campus' reputation in the state and nation;
 - iv. Excellence of the program or its promise for future excellence in teaching, research, or both;
 - v. Cost of investing in the program to achieve and maintain excellence;

- vi. Uniqueness of the program to the state, CU System, and the relevant geographic area;
 - vii. Marketplace demand for the program; and
 - viii. Program’s role in supporting other key programs at the campus.
4. Please refer to the Administrative Policy Statement for Implementing Program Discontinuance for the next steps in the process.
 5. Externally Initiated Program Discontinuance.
 - a. Externally Initiated Program Discontinuance is the formal termination of a degree program by the Board of regents based upon or resulting from a Colorado Commission on Higher Education (“CCHHE”) policy or directive. Since CCHHE policy requires that “low demand” programs be discontinued, a decision by the Board of Regents to close the program in anticipation of CCHHE action is an Externally Initiated Program Discontinuance and is not subject to the processes for Internally Initiated Program Discontinuance outlined above. In the case of externally initiated program discontinuance the FPDC shall advise and make recommendations to the Chancellor.
 - b. The campus chancellor may seek from the Board of Regents exemptions from closure for low demand programs that are deemed significant to the role and mission of the institution. Decisions about which low demand programs should be exempted are made by the Chancellor after consultation with the FPDC using the considerations/grounds set forth above.

D. Responsibility:

The Chancellor’s Office is the Office of Primary Responsibility for ensuring that this campus policy is current, compliant with all statutory requirements, case law, and consistent with other applicable standards, including the Laws of the Regents, and the University of Colorado Administrative Policy Statements.

E. Attachments:

Electronic link to Administrative Policy Statement entitled “Program Discontinuance Policies as Adopted by the Board of Regents and Administrative Guidelines for Implementing Program Discontinuance Policies and Regent Policy 4H”: <http://www.cu.edu/regents/policy-4h-program-discontinuance>

III. DEFINITIONS

- A. Faculty Program Discontinuance Committee
- B. Office of Primary Responsibility (OPR)

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures

- C. Forms
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval N/A