

## 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

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