

FS 13/14-17/GSPC/EX Modification In or Deletion Of Existing Programs, Amendment Of

The Faculty Senate recommends that the Modification In or Deletion of Existing Programs Policy <http://www.csus.edu/umannual/AcadAff/FSM00010.htm> be amended to further refine the criteria and process for modification in or deletion of existing programs, effective Fall 2013.

A. General Policies

1. Additions of minors, concentrations, options, specializations, or emphases subsumed under existing degree programs and certificate programs, when largely composed of existing course offerings, will be treated for review purposes as modifications in existing programs. *
2. Changes in programs normally are initiated at the Department level.
3. Modifications or deletions in programs follow the established university approval process, which includes faculty review at the department and College levels, Faculty Senate review as well as administrative review and approval. Managing enrollments to a level at which the program would not be viable would be considered *de facto* program elimination.
4. The programmatic and resource review responsibilities of departments and colleges in regard to their program modifications or deletions are essentially the same as those associated with course proposals.
5. Resources to support program changes normally come from the College/Department requesting the change. Each request for a change in program should be accompanied by a statement from the Dean indicating that the College will accommodate changes in the program within its existing resource allocations or a statement indicating that additional resources will be needed. The latter statement should include a description of the level and nature of additional funding the College will seek for the program changes.

(Sections B-F not altered)

G. Discontinuation of Existing Programs

1. The discontinuation of an existing program is normally initiated at the Department level. In this circumstance, faculty will recommend to the President discontinuation of existing programs only after appropriate action by the Faculty Senate and its duly constituted committees charged with reviewing and evaluating program. Such action includes, but is not limited to, consultation with faculty of the academic unit offering the program, with appropriate administrators, and with others directly involved in the offering of the program. In case of a decision by the University to discontinue a program, reasonable provisions are to be made to ensure enrolled students the opportunity to complete the program. Discontinuation of degree programs, majors, minors, options, concentrations, and special emphasis do not require the Chancellor's consent; however, the Office of the Chancellor must be informed in writing about the action taken by the university (AAP-91-14).
2. The de-funding of a program, or a reduction in resources to a level at which the program would not be viable, is considered to be a *de facto* program discontinuation. Similarly, elimination of admissions for a program with managed admissions (e.g., a graduate program, or an impacted undergraduate program), or a reduction in allocated admissions for such a program to a level at which the program becomes unsustainable, also constitutes a *de facto* program discontinuation. In instances such as this, see section H.2. for procedures to follow.

H. Procedures for Discontinuation of Existing Programs

1. Procedures for Discontinuation when Initiated by Faculty (as described in section G.1.)

Requests for discontinuation of existing programs are to follow the format below. Submit fifteen copies of the request to the Associate Vice President for Academic Affairs.

- a) Complete Form B.
- b) Reasons for the Program Discontinuation.
- c) Indicate any programmatic or fiscal impact discontinuation of the program will have on other academic units' programs. Describe the consultation that has occurred with affected units.
- d) Provisions to ensure currently enrolled students have a reasonable opportunity to complete the program.
- e) Indicate what resources will be freed up or shifted to other programs as the result of the program discontinuation.

2. Procedures for *de Facto* Discontinuation Appeals

If, in the determination of the program faculty, the defunding or elimination of admission occurs as described in section G.2. above, then the faculty in the affected academic unit may pursue the following appeal procedure.

- a) The program coordinator and/or Chair of the affected academic unit requests a written explanation from the party responsible for taking the action that the program faculty feel initiates a *de facto* discontinuation. If this explanation satisfies the program faculty, the process ends.
- b) If the explanation in (a) is not considered satisfactory by the program faculty, they may send their complaint (including the response received in (a)) to the Provost, with a copy sent to the Faculty Senate, requesting a further explanation or decision by the Provost. If this decision or explanation satisfies the program faculty, the process ends.
- c) If the decision of the Provost provided in (b) is not considered satisfactory by the program faculty, they may request action from the Faculty Senate. This request should take the form of a recommendation requesting a specific resolution to the problem which might, for example, include that the formal program discontinuation process be followed (as described in H.1.), or that funding or admissions be returned to the affected program. If the Faculty Senate chooses to act, such a recommendation would be sent to the President. If the Faculty Senate chooses not to act, the process ends.
- d) A final decision is made by the President.

Carried.