

**DISTRICTWIDE EDUCATIONAL PROGRAM PLANNING
(PER BOARD POLICY 4008)**

1. District Educational Planning Committee

The committee meets annually to discuss the review, establishment, modification and discontinuance of courses and programs for each college. The committee meets quarterly to review plans for new programs, if a new program is being proposed. Each college will use its established Program Review Process and cycle to evaluate programs.

2. Membership

Three managers, appointed by the college President
 Two faculty representatives, appointed by Academic/Faculty Senates from each college
 United Faculty President
 Vice Chancellor, Planning and Resource Development
 Vice Chancellor, Human Resources and Organizational Development
 Chancellor (chair of the committee)

3. Possible Resource Personnel

Student Services, Vice Presidents/Deans
 Technology Deans
 Vice Chancellor, Technology Systems Planning and Support
 Vice Chancellor, Facilities and Operations
 Vice Chancellor, Finance and Administration
 Faculty/staff from programs under review
 RTI representative
 College and District Researchers

4. Process for Existing Programs

The District will provide a *Three Year Data Trend Report* for all programs that include:

- Headcount enrollment
- FTES
- WSCH/FTEF
- Certificates awarded
- Graduation rate
- Transfer rate
- Student success
- Enrollment limitations based on equipment or space availability
- Enrollment by course section at beginning of term, first census and end of term
- Cost/FTES (salaries, equipment, space, supplies)
- Comparison study for where education dollars are invested

Additional data for programs with marginal enrollment or a declining enrollment trend, include (but are not limited to):

- Graduate employment rate
- Level of program-focused marketing support provided
- Current status of FSA
- Review of Advisory Board membership and recommendations
- Program location in relationship to service area need

District *Program Data Reports* and *College Program Review Reports* will be distributed with the Educational Program Planning Committee agenda two weeks prior to the annual meeting.

The Committee will use the data and college Program Review findings to make one of the following recommendations to the District:

1. Expand program
2. Continue program (without modification or monitoring)
2. Continue program (with modification and/or monitoring-identify)
3. Discontinue program

If a program is recommended for continuation with modification and/or monitoring, additional data will be collected as identified by the Educational Program Planning Committee and the program will be reviewed at the next annual meeting.

If recommendation two (2) or three (3) above make it necessary to transfer or reassign faculty, processes established in Article 16 of the United Faculty Contract will be followed.

5. Process for New Programs

The college will complete a *New Program Needs Assessment* and provide findings for the Educational Program Planning Committee two weeks prior to the scheduled quarterly meeting.

The committee will review findings and identify any follow-up questions. The college proposing the program will respond to the questions (by email, whenever possible). The committee recommendation will be forwarded to the Chancellor.

6. Meeting Schedule

Annual meeting for Districtwide Program Planning and first quarterly meeting for review of proposed new programs	January
Second Quarter-New Program Proposals	April
Third Quarter-New Program Proposals	July
Fourth Quarter-New Program Proposals	October