



Category

POLICY: 5-05 Program Performance Review and Closure

Approval

LT Approved: November 2, 2023

Effective Date:

Revised: October 30, 2023

Responsible Party: Academic Vice Presidents

Statement

The administration of the College is responsible for assessing the performance of programs, one purpose being to identify programs in which enrollment might be suspended or the programs discontinued. The Academic Vice Presidents, in consultation with the Academic Leadership Team, will make the appropriate recommendations to the President of the College with regards to the closure or suspension of enrollment of a program. Once a program has been identified for closure or suspension of enrollment, the President will make the decision for final action.

Implemental Procedures:

- 1) Initially, the administration of the College will identify a program in which enrollment might be suspended or the program discontinued.
- 2) Alternatives to closing or suspending a program to be considered include the following:
 - a) Redesign and update of the program to better reflect current workforce needs.
 - b) Scaling back size of program offerings and instructional staff to better reflect current enrollment trends in that program.
 - c) Relocation of a program to maximize financial and facility resources.
- 3) Factors to be examined when considering a program for closure or suspended enrollment include the following:
 - a) Performance Standards
 - i) Enrollment
 - ii) Retention and Completion Rates
 - iii) Placement Rates
 - iv) Class Size
 - v) Program Costs
 - vi) GPA
 - vii) Competencies
 - viii) Financial Health
 - ix) Program Safety record
 - b) Program analysis and annual review through input from:
 - i) Industry Team
 - ii) Faculty Senate
 - iii) Program faculty

- iv) Administration
 - v) Students
 - vi) Finance
- c) Related Factors
 - i) Student needs
 - ii) Employer and market needs
 - iii) Student and employer satisfaction
 - iv) Competition status of similar programs
 - v) Regulations and requirements imposed by State and accrediting bodies
 - vi) Curriculum delivery and assessment methods
- 4) Data from these performance standards would be used to categorize the status of all programs.
 - a) Programs meeting all performance standards will be recognized as having met or exceeded the performance standards.
 - b) Programs not meeting the performance standards will be required to: complete and implement a program improvement action plan for each indicator not met.
 - c) Programs not meeting multiple effectiveness indicators will be required to:
 - i) complete and implement a program improvement action plan for each indicator not met
 - ii) submit semi-annual progress reports
 - iii) document substantial progress toward meeting the performance standards to maintain full enrollment status and/or may be placed on inactive status.
- 5) An action plan will be developed by the program administrator and program faculty. An action plan must be written for each indicator not met and should take into consideration the following items.
 - a) Curriculum and course redesign
 - b) Enrollment Management and Retention
 - c) Instructional Delivery
 - d) Program redesign
 - e) Professional development
 - f) Marketing
 - g) Program policies and procedures
 - h) Program budget
- 6) The program improvement action plan will then be reviewed and approved by the Dean, presented to the Industry Team and then submitted for approval to the appropriate Vice President of Academics.
- 7) Program evaluation and monitoring will follow a set schedule.
 - a) Measure and collect data
 - b) Analyze data and submit reports
 - c) Program status determined
 - d) Use data to develop or adjust improvement action plans
 - e) Programs showing progress would document that progress and continue with the plan until all performance standards are met. Programs showing no progress would be evaluated for:
 - i) Program redesign
 - ii) Suspension of enrollment
 - iii) Program closure

- f) Develop and/or implement improvement action plans
- g) Continue or modify existing improvement action plans
- 8) An "Emergency Provision for Special Circumstances" is necessary so that the college can be responsive to external factors that impact program enrollment.
 - a) Those factors include:
 - i) Workforce needs and employment opportunities
 - ii) Licensure, certification or registration changes, or accreditation changes
 - iii) Availability of qualified students
 - iv) Other unanticipated factors not related to the performance of existing programs.
 - v) Economic factors
 - b) When these external factors impact the need for a current program, the "Instructional Program Review Framework" will be by-passed allowing the President of the College to suspend or close a program.
- 9) An orderly procedure, including the provision of information to all whom will be affected, will be utilized when giving serious considerations to closing a program. Except in unusual situations, the administrative process to obtain the President's approval to close a program will consist of the following procedures.
 - a) The Vice President of Academic Affairs will present to the President for review a listing of programs by status. This information will also be provided to the College's Faculty Council and to instructors by program.
 - b) For programs already under improvement plans, this listing will indicate what progress has been made since the previous academic year.
 - c) Recommendations for program closure will be made for those programs already under improvement plans that failed to show progress.
- 10) If the President has approved the closing of a program, the College administration will use reasonable means to inform students affected by the closing and develop teach-out plans for current students to complete programs.
- 11) The Vice President and Dean of the program being affected will work with the Higher Learning Commission (HLC) Accreditation Liaison Officer to communicate the documentation that led to the decision, timeline of communication, teach-out plans, and any other relevant information necessary to inform HLC of program closure. The notification of closure will be communicated to Instructional Technology and Academic Support and Institutional Effectiveness to complete updates in WIDS and to communicate with the Kansas Board of Regents.