

Process for Deactivation of an Instructional Program

Faculty Member

Writes justification/reasons for Deactivation and consults with the department
Justification must include a plan to phase out the program so as to not to adversely affect students.

The faculty member will initiate the intention to deactivate a program. This document will include, but not be limited to:

- Title and Short description
- Courses included in the program
- Justification or Reasons for Deactivation (Obsolete technology, enrollment, etc)
- Faculty impact
- Supplies, Equipment Disposal Plan
- Classified Staff Impact

Department Members and Chair

Analyze, Modify, Approve
If no concurrence, further consultation occurs.
Need for sign off of department members

Division Dean

Analyze, Modify, Approve
If no concurrence, further consultation occurs.

Curriculum Committee

Analyze, Modify, Approve
If no concurrence, further consultation occurs.

Faculty Senate

Analyze, Modify, Approve
If no concurrence, further consultation occurs

Governing Board

Analyze, Approve

Final Submittal to Board

Approved by Curriculum Committee May 2, 2007

Approved by Faculty Senate May 2, 2007