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UNIVERSITY
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ACADEMIC SENATE

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COMMITTEE ON ACADEMIC PLANNING AND REVIEW

17-18 CAPR 4
November 2, 2017

TO: The Academic Senate

FROM: Jason Smith, Chair of the Committee on Academic Planning Review (CAPR)

SUBJECT: 17-18 CAPR 4: Semester updates for the Policy and Procedures for Temporary Suspension of Academic Programs document

PURPOSE: For action by the Academic Senate

ACTION REQUESTED: That the Academic Senate approve the proposed changes to the Policy and Procedures for Temporary Suspension of Academic Programs document

BACKGROUND INFORMATION:

At the November 2, 2018 CAPR meeting the committee reviewed and discussed the Policy and Procedures for Temporary Suspension of Academic Programs. CAPR voted unanimously to change language to for updating the document from quarters to semesters and made minor date changes to coincide with a semester calendar. All changes can be seen as marked by **bold red additions** and deletions in ~~stricken text~~ in the attached document.

The proposed changes were approved unanimously by CAPR at their meeting on 11/2/17.



POLICY AND PROCEDURES FOR TEMPORARY SUSPENSION OF ACADEMIC PROGRAMS

History:

08-09 CAPR 12, approved by the Senate February 10, 2009

09-10 CAPR 15, approved by the Senate May 18, 2010

17-18 CAPR 4

This document is a companion document to the California State University, East Bay Procedures for Discontinuance of Academic Programs. The process of temporary suspension of an academic program is not intended as a means for "*de facto*" program discontinuance but rather as a temporary procedure before a final decision is made regarding program continuance or discontinuance. This process should be initiated and completed during the ~~fall, winter, or spring quarters~~ **Fall or Spring semesters** (not during the summer session).

Normally the question of degree program temporary suspension will be raised as a part of a regularly scheduled Five-Year Program Review. However, the question may also be raised by the Provost/Vice President, Academic Affairs, the college dean, or the department when it appears that temporary suspension should be considered before the next Program Review is scheduled.

I. Purpose

Temporary suspension of an academic program is intended only to allow time for program faculty, the college dean and others to review curricular structure, resource, and enrollment issues, accreditation demands, etc., in order to reactivate the program within a maximum of three years. Temporary suspension of an academic program is not appropriate when the goal is program discontinuance and it must be clear from the proposal for suspension that a) significant problems exist that prevent effective implementation of a program at the present time and b) there are reasonable grounds to believe that these problems can be rectified within the proposed period of suspension. Discussion and decision-making on the part of all relevant parties (see below) shall precede any proposal for temporary suspension and must be clearly documented.

II. Procedure

A. Development

1. Either the faculty of the academic program in question or the college dean is responsible for developing a written proposal for a temporary suspension. If the proposal comes from the faculty, the temporary suspension process may be initiated by a majority of probationary and tenured faculty in an academic department or program. If no faculty members are currently involved with the program, the program Chair or Director shall

develop the temporary suspension proposal. In the case where an academic program includes courses and faculty from several departments (e.g. Environmental Studies, Liberal Studies, Latin American Studies, etc.), temporary suspension may be initiated by a majority of faculty with oversight responsibility or by faculty who routinely teach courses in the program. A list of current programs and faculty can be found in the Office of Academic Affairs. The proposal shall include all of the following:

- i. A full explanation of why the temporary program suspension is being proposed.
- ii. Reasons why faculty or the college dean is proposing temporary suspension instead of discontinuance.
- iii. The ~~semester quarter~~ and date when the proposed suspension will take effect, and the ~~semester quarter~~ and date when it is anticipated that it will come to an end. No temporary suspension may exceed ~~six nine~~ consecutive ~~semesters quarters~~ excluding summer ~~sessions quarters~~.
- iv. A complete list of courses that will not be taught if the program is suspended, and a statement summarizing the effect of suspending those courses on other areas of the university including the Library, GE, Liberal Studies, and interdisciplinary programs which rely on these courses for core or option requirements, with evidence that key personnel from those programs or areas have been consulted with respect to these effects.
- v. Student enrollment and application patterns for the program during the previous five years.
- vi. Likely effects of the temporary suspension on students currently enrolled in the program and a list of courses that would need to be taught during the suspension period or other mechanisms such as substitutions and independent studies that would allow those students to graduate in a timely manner.
- vii. The number and type (tenured, tenure-track, and lecturer) of faculty currently teaching in the program and the way(s) in which the temporary suspension will affect them.
- viii. The number and type of university staff employed in the program and the way(s) in which the temporary suspension will affect them.
- ix. The means by which affected faculty, students, and staff were informed of the proposed temporary suspension and a summary of the feedback received on the proposed temporary suspension from the affected faculty, students, and staff, including copies of all written responses. Where the proposal has been developed by the college dean, the faculty and program Chair or Director must be consulted and their views on the proposed suspension recorded in the proposal in the form of a formal vote of support or rebuttal.
- x. A summary of what the most recent CSUEB Academic Program Review, CSUEB Memorandum of Understanding, and any accreditation review say about the program, including any parts of these reviews that have relevance to the proposed suspension.
- xi. Resource implications (including library, facility, and equipment) of the proposed suspension, e.g. budgeted expenditures that will be suspended or cancelled, funding that has been committed but which will not be used, grants

- that would be jeopardized, etc.
- xii. The changes that would be necessary in order to resume offering the program and how those changes will be accomplished in the proposed period of suspension (a list of activities, personnel responsible, budgetary implications, and completion dates/timetable for implementation).
 - xiii. Signature page of acknowledgment of the proposal, including evidence that notification of the proposed suspension of the program was sent to the following parties, as appropriate; program director or department chair; program faculty; college curriculum committee chair; college dean; chairs of programs who require courses from the program curriculum; ~~AVP, Academic Programs and Grad Studies~~ **Dean, Academic Programs and Services**; and the Provost.

B. Proposal Processing

1. Faculty, or the program Chair or Director in the case of a program with no faculty, must be given 30 academic days to review a copy of the suspension proposal to be submitted for consideration by a college dean and to provide the dean with the results of their vote and any supporting documentation for inclusion in the proposal when it is sent to the Committee on Academic Planning and Review (CAPR) of the Academic Senate at the end of this period. If no voting outcome and supporting documentation is forthcoming within the 30 academic day period (not including the summer **session quarter**), the proposal can be sent by the college dean to CAPR as is. An academic day is thus defined as any calendar day between and including the first and last day of classes of the Fall ~~Winter and Spring quarters~~ **and Spring semesters**. Where the proposal comes from the majority of the faculty or from the program Chair or Director of a program with no faculty, it can be sent directly to CAPR without this 30 academic day review period.
2. The suspension proposal shall include evidence that the required parties in section II.A.14 were notified, and will be sent to the Senate Office for distribution to the Committee on Academic Planning and Review (CAPR) for review.
3. CAPR will place the discussion of the proposal on its agenda within 40 academic days (not including the summer **session quarter**) of receipt.
 - i. The department chair receives notification of all CAPR agendas and is responsible for notifying his/her faculty of the CAPR meeting date at which the proposal will be discussed.
 - ii. CAPR will ensure that all the elements listed in Section II.A above are satisfactorily addressed in the proposal, that feedback to the proposal (detailed in Section II.A.1.ix) has been secured and the correct review period allowed if required, and that all applicable CSUEB and Academic Senate policies and procedures have been followed.
 - iii. Following discussions concerning this proposal at this and, if necessary, subsequent meetings, CAPR will forward recommendations and a proposed decision on whether to a) reject the proposal for temporary suspension and leave the program to continue, b) accept the proposal and recommend temporary

suspension effective at the proposed date or the beginning of the next **quarter semester**, whichever date is most appropriate, or c) reject the proposal for temporary suspension and instead recommend discontinuation of the program, to the Executive Committee and the Academic Senate for their evaluation.

4. In order to ensure that a program suspension proposal can be processed by CAPR before the end of a given academic year, it must be submitted to CAPR **by the first week of Spring Semester at least nine calendar weeks prior to the last CAPR meeting of the Spring semester (generally the second to last Thursday in March)**. This period of 63 calendar days is usually sufficient for CAPR to review the materials and place them on a meeting agenda (40 academic days as specified in section II.B.3) and allows for one or two additional scheduled meetings, should they be necessary, to allow members to complete any public discussions with affected parties in coming to their decision. However, given that CAPR's recommendation on program suspension must be approved by the Academic Senate, it is advised that proposals be submitted to CAPR in the Fall ~~or Winter quarters~~ **semester** if the goal is to get the proposal before the Academic Senate prior to the start of the subsequent academic year.
5. After completion of the process outlined in section II.B above, the temporary suspension of the academic program will begin if CAPR votes to accept the proposal and this is approved by the Academic Senate.
6. Annual reports on the progress towards program resumption will be submitted to CAPR on the same schedule as regular program annual reports. These will include the signatures of program chairs, college deans, and the Vice President for Academic Affairs or designee.

C. During the Program Suspension Period

1. In the CSUEB online catalog and/or printed catalog and the university webpage for the suspended program, following the title of the program and the list of faculty and preceding information about program requirements, there will be a notice that the program is under temporary suspension, is not currently accepting new students, and the date of plans to resume the program, contingent on campus approval procedures. The notice will include an appropriate university contact for further information about the suspended program.
2. No new students will be admitted to the program and no degrees will be granted from the program unless the recipient was enrolled in the program at the time of the suspension.
3. The program can be advertised once resumption has been approved.
4. None of the program courses will be offered except as is necessary to serve students enrolled in the program at the time of suspension or as is necessary to serve students in other programs for whom the classes are required (detailed in section II.A.1.v).

D. Resumption of the Suspended Program

1. Prior to the resumption of the temporarily suspended program, a report will be developed by the program's faculty or its Chair or Director (if there are no faculty) or the college dean within the **semester quarter** (excluding summer) immediately preceding the report's submission to CAPR.
 - i. The resumption report will be reviewed by the program director or department chair; program faculty; college curriculum committee chair; college dean, chairs of programs who require courses from the program curriculum; ~~AVP, Academic Programs and Grad Studies~~ **Dean, Academic Programs and Services**; and the Provost as applicable, and their reviews recorded and attached to the report.
 - ii. The recommendation to resume, with all appropriate documentation, will be presented to CAPR for its consideration. If there are dissenting opinions regarding the resumption of the program, these must be sent to CAPR.
 - iii. The resumption report will explain how all the elements of the temporary suspension proposal have been addressed, and what actions have been taken to allow for the program's resumption. Any changes in the program must proceed through the usual channels for curricular change or academic reorganization (both CIC and CAPR). The timetable for remaining actions must be clearly spelled out and must be feasible within the three-year maximum period of suspension since the program was formally suspended.

2. CAPR will review these materials and place the discussion of the program resumption on its agenda within 40 academic days (not including summer **session quarter**) of receiving this resumption report. The department chair is responsible for notifying program faculty of the CAPR meeting date. Following discussions concerning this report at this and, if necessary, subsequent meetings, it will forward any recommendations and a proposed decision on whether to a) reject the resumption and recommend discontinuation of the program, or b) accept the report and recommend resumption of the program at the proposed date or at the beginning of the next **semester quarter**, whichever is appropriate, to the Executive Committee and the Academic Senate for their evaluation.

3. In order to ensure that a program resumption proposal can be processed by CAPR before the end of a given academic year, it must be submitted to CAPR by **the first week of Spring Semester at least nine calendar weeks prior to the last CAPR meeting of the Spring semester (generally the second to last Thursday in March)**. This period of 63 calendar days is sufficient for CAPR to review the materials and place them on a meeting agenda (40 academic days as specified in section II.B.3) and allows for one or two additional scheduled meetings, should they be necessary, to allow members to complete any public discussions with affected parties in coming to their decision. However, given that CAPR's recommendation on program resumption must be approved by the Academic Senate, it is advised that proposals be submitted to CAPR in the Fall ~~or Winter quarters~~ **semester** if the goal is to get the proposal before the Academic Senate prior to the start of the subsequent academic year.

4. Approvals should be targeted early enough to allow time for marketing the program, and other activities necessary to resume the application process, schedule necessary classes, redirect or obtain resources, etc.

E. Failure to Resume

1. If, at the end of three years in temporary suspension, no viable proposal for resumption has been received by CAPR, it will send notification to the Executive Committee of the Academic Senate that program discontinuation proceedings should be initiated. Copies of this notification shall also be sent to the program director or department chair; program faculty; college curriculum committee chair; college dean, chairs of programs who require courses from the program curriculum; ~~AVP, Academic Programs and Grad Studies~~ **Dean, Academic Programs and Services**; and the Provost as applicable.