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**COMMITTEE ON ACADEMIC PLANNING AND REVIEW**

18-19 CAPR 5  
December 5<sup>th</sup>, 2018

**TO:** The Academic Senate  
**FROM:** The Committee on Academic Planning Review (CAPR)  
**SUBJECT:** 18-19 CAPR 5: Update 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

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**BACKGROUND:**

At the December 6, 2018 CAPR meeting, the committee discussed Dean Scharberg's request for clarification of 17-18 CAPR 4, Policy and Procedures for Temporary Suspension of Academic Programs. The request sought to clarify the temporary suspension policy to mandate differential temporary suspension reporting for parallel state supported or self-supported programs and provide a mechanism by which one program component could request a temporary suspension. The temporary suspension request for one program component is necessary given the University's reporting obligations to the Chancellor's Office and appropriate accreditation bodies.

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All changes can be seen as marked by **bold red additions** in the attached document.

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The proposed changes were approved by CAPR at their meeting on 12/6/2018.

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**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; approved by the Senate April 17, 2018

**18-19 CAPR 5;**

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 or Spring semesters (not during the summer session).

**An "academic program" is defined as a state support program, a self-support program, or a combination of both a state support program and a self-support program. If an academic program consisting of both a state support program and a self-support program decides to temporarily suspend one of the two program components, the faculty involved with the proposed temporarily suspended program component will follow the process for temporary suspension.**

**It is important to note that the University must report to the Chancellor's Office and to the appropriate accrediting entities both state support and self-support program components of an academic program.**

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.

33 **I. Purpose**

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

43 **II. Procedure**

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45 **A. Development**

- 46 1. Either the faculty of the academic program **or academic program component** in  
47 question or the college dean is responsible for developing a written proposal for a  
48 temporary suspension. If the proposal comes from the faculty, the temporary suspension  
49 process may be initiated by a majority of probationary and tenured faculty in an academic  
50 department or program. If no faculty members are currently involved with the program,  
51 the program Chair or Director shall develop the temporary suspension proposal. In the  
52 case where an academic program includes courses and faculty from several departments  
53 (e.g. Environmental Studies, Liberal Studies, ~~Latin American Studies~~, etc.), temporary  
54 suspension may be initiated by a majority of faculty with oversight responsibility or by  
55 faculty who routinely teach courses in the program. A list of current programs and faculty  
56 can be found in the Office of Academic Affairs. The proposal shall include all of the  
57 following:
- 58 i. A full explanation of why the temporary program suspension is being proposed.
  - 59 ii. Reasons why faculty or the college dean is proposing temporary suspension  
60 instead of discontinuance.
  - 61 iii. The semester and date when the proposed suspension will take effect, and the  
62 semester and date when it is anticipated that it will come to an end. No temporary  
63 suspension may exceed six consecutive semesters excluding summer sessions.
  - 64 iv. A complete list of courses that will not be taught if the program is suspended, and  
65 a statement summarizing the effect of suspending those courses on other areas of  
66 the university including the Library, GE, Liberal Studies, and interdisciplinary  
67 programs which rely on these courses for core or option requirements, with  
68 evidence that key personnel from those programs or areas have been consulted  
69 with respect to these effects.
  - 70 v. Student enrollment and application patterns for the program during the previous  
71 five years.
  - 72 vi. Likely effects of the temporary suspension on students currently enrolled in the  
73 program and a list of courses that would need to be taught during the suspension  
74 period or other mechanisms such as substitutions and independent studies that

- 75 would allow those students to graduate in a timely manner.
- 76 vii. The number and type (tenured, tenure-track, and lecturer) of faculty currently
- 77 teaching in the program and the way(s) in which the temporary suspension will
- 78 affect them.
- 79 viii. The number and type of university staff employed in the program and the way(s)
- 80 in which the temporary suspension will affect them.
- 81 ix. The means by which affected faculty, students, and staff were informed of the
- 82 proposed temporary suspension and a summary of the feedback received on the
- 83 proposed temporary suspension from the affected faculty, students, and staff,
- 84 including copies of all written responses. Where the proposal has been developed
- 85 by the college dean, the faculty and program Chair or Director must be consulted
- 86 and their views on the proposed suspension recorded in the proposal in the form
- 87 of a formal vote of support or rebuttal.
- 88 x. A summary of what the most recent CSUEB Academic Program Review,
- 89 CSUEB Memorandum of Understanding, and any accreditation review say about
- 90 the program, including any parts of these reviews that have relevance to the
- 91 proposed suspension.
- 92 xi. Resource implications (including library, facility, and equipment) of the
- 93 proposed suspension, e.g. budgeted expenditures that will be suspended or
- 94 cancelled, funding that has been committed but which will not be used, grants
- 95 that would be jeopardized, etc.
- 96 xii. The changes that would be necessary in order to resume offering the program and
- 97 how those changes will be accomplished in the proposed period of suspension (a
- 98 list of activities, personnel responsible, budgetary implications, and completion
- 99 dates/timetable for implementation).
- 100 xiii. Signature page of acknowledgment of the proposal, including evidence that
- 101 notification of the proposed suspension of the program was sent to the following
- 102 parties, as appropriate; program director or department chair; program faculty;
- 103 college curriculum committee chair; college dean; chairs of programs who
- 104 require courses from the program curriculum; Dean, Academic Programs and
- 105 Services; and the Provost.
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107 **B. Proposal Processing**

- 108 1. Faculty, or the program Chair or Director in the case of a program with no faculty, must
- 109 be given 30 academic days to review a copy of the suspension proposal to be submitted
- 110 for consideration by a college dean and to provide the dean with the results of their vote
- 111 and any supporting documentation for inclusion in the proposal when it is sent to the
- 112 Committee on Academic Planning and Review (CAPR) of the Academic Senate at the
- 113 end of this period. If no voting outcome and supporting documentation is forthcoming
- 114 within the 30 academic day period (not including the summer session), the proposal can
- 115 be sent by the college dean to CAPR as is. An academic day is thus defined as any
- 116 calendar day between and including the first and last day of classes of the Fall and Spring
- 117 semesters. Where the proposal comes from the majority of the faculty or from the
- 118 program Chair or Director of a program with no faculty, it can be sent directly to CAPR

- 119 without this 30 academic day review period.  
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- 121 2. The suspension proposal shall include evidence that the required parties in section II.A.14  
122 were notified, and will be sent to the Senate Office for distribution to the Committee on  
123 Academic Planning and Review (CAPR) for review.  
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- 125 3. CAPR will place the discussion of the proposal on its agenda within 40 academic days  
126 (not including the summer session) of receipt.
- 127 i. The department chair receives notification of all CAPR agendas and is  
128 responsible for notifying his/her faculty of the CAPR meeting date at which the  
129 proposal will be discussed.
  - 130 ii. CAPR will ensure that all the elements listed in Section II.A above are  
131 satisfactorily addressed in the proposal, that feedback to the proposal (detailed in  
132 Section II.A.1.ix) has been secured and the correct review period allowed if  
133 required, and that all applicable CSUEB and Academic Senate policies and  
134 procedures have been followed.
  - 135 iii. Following discussions concerning this proposal at this and, if necessary,  
136 subsequent meetings, CAPR will forward recommendations and a proposed  
137 decision on whether to a) reject the proposal for temporary suspension and leave  
138 the program to continue, b) accept the proposal and recommend temporary  
139 suspension effective at the proposed date or the beginning of the next semester,  
140 whichever date is most appropriate, or c) reject the proposal for temporary  
141 suspension and instead recommend discontinuation of the program, to the  
142 Executive Committee and the Academic Senate for their evaluation.  
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- 144 4. In order to ensure that a program suspension proposal can be processed by CAPR before  
145 the end of a given academic year, it must be submitted to CAPR by the first week of  
146 Spring Semester. This period of 63 calendar days is usually sufficient for CAPR to  
147 review the materials and place them on a meeting agenda (40 academic days as specified  
148 in section II.B.3) and allows for one or two additional scheduled meetings, should they be  
149 necessary, to allow members to complete any public discussions with affected parties in  
150 coming to their decision. However, given that CAPR's recommendation on program  
151 suspension must be approved by the Academic Senate, it is advised that proposals be  
152 submitted to CAPR in the Fall semester if the goal is to get the proposal before the  
153 Academic Senate prior to the start of the subsequent academic year.  
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- 155 5. After completion of the process outlined in section II.B above, the temporary suspension  
156 of the academic program will begin if CAPR votes to accept the proposal and this is  
157 approved by the Academic Senate.  
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- 159 6. Annual reports on the progress towards program resumption will be submitted to CAPR  
160 on the same schedule as regular program annual reports. These will include the signatures  
161 of program chairs, college deans, and the Vice President for Academic Affairs or  
162 designee.

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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 (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; 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) 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

207 necessary, subsequent meetings, it will forward any recommendations and a proposed  
208 decision on whether to a) reject the resumption and recommend discontinuation of the  
209 program, or b) accept the report and recommend resumption of the program at the  
210 proposed date or at the beginning of the next semester, whichever is appropriate, to the  
211 Executive Committee and the Academic Senate for their evaluation.  
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213 3. In order to ensure that a program resumption proposal can be processed by CAPR before  
214 the end of a given academic year, it must be submitted to CAPR by the first week of  
215 Spring Semester. This period of 63 calendar days is sufficient for CAPR to review the  
216 materials and place them on a meeting agenda (40 academic days as specified in section  
217 II.B.3) and allows for one or two additional scheduled meetings, should they be  
218 necessary, to allow members to complete any public discussions with affected parties in  
219 coming to their decision. However, given that CAPR's recommendation on program  
220 resumption must be approved by the Academic Senate, it is advised that proposals be  
221 submitted to CAPR in the Fall semester if the goal is to get the proposal before the  
222 Academic Senate prior to the start of the subsequent academic year.  
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224 4. Approvals should be targeted early enough to allow time for marketing the program, and  
225 other activities necessary to resume the application process, schedule necessary classes,  
226 redirect or obtain resources, etc.  
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228 E. Failure to Resume

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