

CLOSURE OF OCCUPATIONAL PROGRAMS (SUN-SETTING)

Revised by Chancellor's Cabinet on _____, 2006

Revised by Chancellor's Council on December 4, 1990

Approved at Chancellor's Council on July 5, 1988

1. The Campus Dean builds the data profile for the program with the Office of Assessment and Institutional Effectiveness, then contacts CRC to initiate a minor program review.
2. The Campus Dean, faculty and Department Chair discuss program potential and alternatives (if any) to closure.
3. The Campus Dean discusses program status with the Vice-Chancellor of Academic and Students Services and the Deans' Cabinet.
4. The Dean completes a "Program Closure Form, Part I" (see attachment) and provides the Campus President with program data from Office of Institutional Effectiveness, and a report of the discussions with Department Chair, faculty, Vice-Chancellor, and Deans' Cabinet on decision to close.
5. The President of the campus that offers the program informs the Chancellor's Cabinet of the intent to close the program and forwards the closure form to the Vice-Chancellor for Academic and Student Services who then forwards it to the Chancellor, securing approval from the Chancellor or the Chancellor's designee to close the program.
6. The following steps must be taken by the Dean upon receipt of written notification of program closure from the Campus President:
 - 6.1. A time-line for program closure must be developed which provides sufficient time to "clear" all in-program students. (This time-line must be reviewed and supported by the Registrar.)
 - 6.2. All students with that program's designation on their records are to be notified in writing by the Dean of the closure dates of the program and alternatives available to students by the first class meeting.
 - 6.3. The Dean will provide written notification to the Registrar, with copies to the Deans' Cabinet and Counseling Department Chairs, to withdraw the program from the next College catalog.

- 6.4. One program brochure or copy of related catalog page(s) should be attached to the "Program Closure Form." Three copies of the brochure or catalog page(s) should be sent to the Registrar to keep indefinitely for OCC's records. Any remaining program brochures must be retrieved from dispersal points and destroyed.
- 6.5. The program closure Dean will provide appropriate and timely notification of the program closure and closure time-line to:
 - The Chancellor's Cabinet
 - The Deans' Cabinet, whose members will inform all full- and part-time counselors and recruitment personnel
 - The President or chair of any employee union group affected by closure
 - Campus and College Senate Chairs
 - The Department of Education through OCC's Vocational liaison and any educational agencies with whom OCC has transfer and/or articulation agreements
7. The Chancellor will initiate the first approval to close the program and the final disposition (closure) of the program, including sign off on the completion of Program Closure Form. The Chancellor's Office will send all final program closure materials to the Registrar's Office.
8. The Registrar will forward formal notification to the College Academic Senate Council at this point.
9. The college Registrar's office will serve as the repository for the closed program materials, Program Closure Forms, together with copies of all of the notices prepared and distributed by the personnel involved in the closure.

(cg/500-a)

[EDITED/REVISED: 06/05/02 by Jeff Lehman]

[EDITED/REVISED: 08/28/02 by Dr. George Keith]

[EDITED/REVISED: 09/25/02 by Dr. George Keith]

[PROPOSED REVISIONS: 2/8/06 by Marikay L. Clancy]

Program Closure Form

Program Title: _____

Closure Initiation Date: _____

Notice to Students Date: _____

Closure Finalization Date: _____

Last Catalog Publication: _____

PART I:

Retain Related Courses? Y N (if no, discontinue offering and list below)

Courses Affected: _____

Reason(s) for closure: _____

Attach 3-year Enrollment Trends or Institutional Research data supporting this decision.

PART II:

(Signature of Campus Dean)

Approval / /

Disapproval / /

(Signature of Campus President)

(Signature of Vice-Chancellor)

Approval / /

Disapproval / /

(Signature of Chancellor)

Date: _____

Program Closure Form

Page 2

PART III:

Check off list for "Procedure for the Closure of Academic Programs" (Note: numbers correspond with attachment). All notification forms used in this closure must be attached.

- | | | |
|----------|-----------|----------|
| 1. _____ | 5. _____ | 6. _____ |
| 2. _____ | 5.1 _____ | 7. _____ |
| 3. _____ | 5.2 _____ | 8. _____ |
| 4. _____ | 5.3 _____ | |
| | 5.4 _____ | |
| | 5.5 _____ | |

Verification by the Dean that all steps stated above have been completed:

Date _____

Approval of Campus President

Date _____

Approval of Vice Chancellor
For Academic and Student Services

Date _____

Approval of Chancellor

Date _____

cg/500-a)

[EDITED/REVISED: 08/28/02 by Dr. George Keith]
[PROPOSED REVISIONS: 2/8/06 by Marikay L. Clancy]

End of Deans Manual

Revised by Larry Hojna & Marikay Clancy March 28, 2006