



# Grossmont College Feasibility Review of Instructional Programs

A structured process ensuring instructional resources align with the College's Mission, Strategic Plan, Educational Master Plan, and the needs of students and the community.

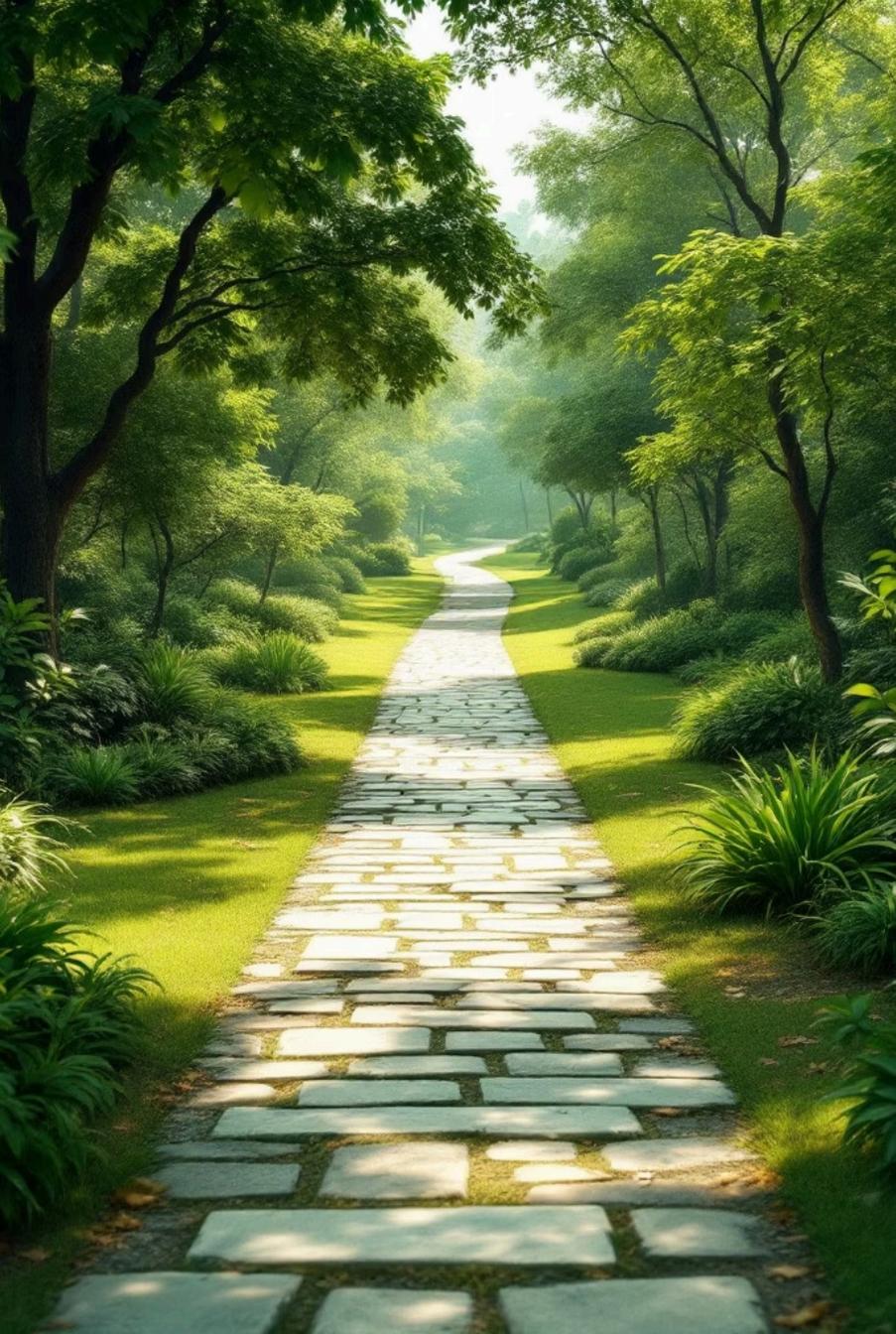
# What Is Program Feasibility Review?



Feasibility Review ensures instructional programs serve students, the college, and the community. It is triggered through the regular Program Review process or by special request.

- ❏ A **program** refers to a field of study with one or more related certificates and degrees, per the College Catalog.

Governed by **BP/AP 4020, BP/AP 4021**, Education Code 78016, and Title 5 §51022 and §55130.



# Outcomes of Feasibility Review

## Program Initiation

Institutionalization or adoption of a new program and/or department.

## Program Modification

A plan of action to enhance performance and effectiveness of an existing program to avoid discontinuance.

## Program Discontinuance

Termination of an existing program and/or department after thorough review.

# Rationale: What Must Be Considered

Every feasibility review — whether for initiation or discontinuance — must weigh the following impacts:

1

## Student Success

Impact on students and their academic outcomes.

2

## Curriculum Balance

Comprehensiveness of offerings across the college and district.

3

## Budget & Planning

Effect on educational and budget-planning processes.

4

## Transfer & Community

Impact on four-year transfer, local businesses, industries, faculty, and staff.

# Program Initiation Process



## Program Proposal Must Include:

- Dean's letter of support
- Title, description, planned awards, and program-level SLOs
- Fit with Strategic Plan and Mission
- Resources available and anticipated new costs
- Labor market demand or transfer justification
- CCCCC's Five Criteria for curriculum approval

# Program Discontinuance Requirements

Discontinuance should only be recommended after serious attempts to improve effectiveness, unless remediation is clearly unwarranted.

## Student Transition Plan

Teach-out plan or alternate means for enrolled students to complete their educational goals.

## Phase-Out Timeline

Detailed plan minimizing impact on students, faculty, staff, and community.

## Faculty Agreement

Retraining and placement plan per collective bargaining agreement with AFT.

## Governance Transparency

Open, participatory process for any recommendation to the Board of Trustees.



# Feasibility Review Workgroup

## Who Can Initiate?

- Program Review & Outcomes Assessment Subcommittee
- Instructional Department
- College President or VP of Instruction
- Planning & Institutional Effectiveness Committee (PIEC)
- Academic Senate

## Workgroup Membership

- Academic Senate President or designee
- Department Chair, Faculty Discipline Expert, Counseling Faculty
- PIEC Member, Curriculum Committee Chair, Articulation Officer
- Academic Dean, VP of Instruction, VP of Administrative Services
- VP of Student Services, Faculty Union Representative

# The Five-Phase Review Process

1

## Workgroup Formation

Elect chair; establish study plan.

2

## Data Gathering

Surveys, interviews, open forums, position papers, and external consultations.

3

## Feasibility Report

Produced within 6 months; includes data review, recommendations, and impact assessment.

4

## Approvals

Forwarded to Academic Senate, Academic Affairs Council, Classified Senate, Managers, and ASG.

5

## Final Recommendation

College Council reaches consensus; Board of Trustees takes final action per Title 5 §55103 and Ed. Code §78016.

# Data Gathered During Review



## Student Demand

Enrollment, class size, waitlists, degrees/certificates awarded, surveys.



## Mission Alignment

Relation to College Mission, Strategic Plan, and accrediting agency recommendations.



## Program Effectiveness

FTEF/FTES ratio, success and retention rates, SLO assessment summaries.



## Community Input

Open forums, campus-wide discussions, and projected community impact.



## Labor Market (CTE)

Advisory committee reports, regional consortium approval, labor-market demand data.



## Institutional Impact

Projected effects on educational program, faculty, college budget, and students.



# Final Approval & Filing

The College Council reaches a final decision by consensus and forwards the recommendation to the **Board of Trustees** for final action, in alignment with **California Code of Regulations, Title 5 §55103** and **Education Code §78016**.

## Signed By

College President and Academic Senate President

## Filed With

Office of Instruction and the Academic Senate

## Approved By

Academic Senate — formal vote required