



<b>Policy</b>	<b>E-1.11</b>
<b>Approved By:</b>	<b>Board of Governors</b>
<b>Approval Date:</b>	<b>December 7, 2009</b>
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<b>Policy Holder:</b>	<b>VP Education &amp; Student Services</b>

## PROGRAM SUSPENSION AND CANCELLATION

### Purpose / Rationale

All programs are evaluated on an ongoing basis to ensure program relevancy and effectiveness. Where it is identified that a program is no longer sustainable, a recommendation may be made to suspend or cancel a program. The impetus for program suspension or cancellation may come from within a program area, the Dean/Director, the Vice President of Education and Student Services, or the President and the College Executive Team.

### Scope / Limits

This policy will apply to all College programs that lead to a credential, and will not apply to courses and non-credentialed programs.

### Principles

1. Program suspension and cancellation decisions will be made in a respectful, timely, and considered manner.
2. The decision to suspend or cancel a program will be preceded by a process of consultation and information gathering with the stakeholders, and will take into consideration required elements of qualitative and quantitative program performance and evaluation data.
3. Suspension or cancellation must minimize the impact on current students. A transition plan will be developed to allow students in a program to complete their studies.
4. Suspension of programs is approved by the Vice President, Education and Student Services.
5. Cancellation of programs is approved by the Camosun College Board of Governors.
6. Suspension of a program does not necessarily lead to cancellation.
7. Within two years after a program has been suspended, a review will be conducted to determine if the program should be cancelled or not.
8. In times of severe financial constraint or financial exigency in which timelines and decisions are pressing, the consultation process may be abridged or expedited depending on the nature of the circumstances.

### A. DEFINITIONS

#### 1. Program

Institutionally defined and specific set of courses approved by Education Council which lead to a Camosun College credential.

## **2. Suspension of a Program**

The suspension of a program occurs when a program is not offered for one or more intake(s) and is intended as a temporary measure.

## **3. Cancellation of a Program**

The cancellation of a program occurs when a program is no longer offered by the college and is removed from the list of program offerings.

### **B. RESPONSIBILITIES**

#### **1. Dean/Director**

1. Ensures appropriate information gathering, consultation, transition planning, and communication has occurred.
2. Submits the recommendation and transition plan for the suspension or cancellation to the Vice President of Education and Student Services.
3. Ensures approval process has been followed as per this policy and the Education Approvals policy.

#### **2. Vice President, Education and Student Services**

1. Approves program suspensions.
2. Reviews proposals for program cancellations from the Dean/Director and makes recommendations for program cancellations to Education Council and the Camosun College Board of Governors.

### **C. SUSPENSION OF A PROGRAM**

1. A Dean/Director, in consultation with the necessary stakeholders, may recommend the suspension of a program to the Vice-President, Education and Student Services. The Vice-President, Education and Student Services, in consultation with the necessary stakeholders, may also initiate the process for suspension of a program.
  - a. to conduct a major restructuring of a program; or
  - b. based on program performance measures such as (but not limited to) low student enrolment, declining employment opportunities for graduates, or budgetary considerations.
2. Ideally, the decision to suspend a program will be made at least four months before the usual start date of the program.
3. Once a decision to suspend a program has been made and approved by the Vice President, Education and Student Services, the Dean/Director will advise the stakeholders of the suspension and implement a communication process.
4. Normally, the Dean/Director will submit an action plan to remedy the circumstances which lead to the suspension of the program or recommend the program for cancellation.

#### D. CANCELLATION OF A PROGRAM

1. It is recognized that there may be times when a recommendation for cancellation might be made instead of a suspension.
2. Prior to recommending a program for cancellation, the Dean/Director will undertake a consultation process and review of the program. This will include:
  - a. Consultation and information gathering from interest groups including (but not limited to): students (current and prospective); employers; program advisory committees; Education Council; affected faculty and staff and their respective Unions; and the College service departments and administration.
  - b. A review of program performance measures including (but not limited to): student demand; graduate employment/transfer to further studies; cost effectiveness; student and employer satisfaction levels; availability of alternate program providers; and other relevant program data.
3. Implications of any proposal, including impact on staff, facilities, technology, and other resources, must be clearly identified.
4. The recommendation for cancellation will be brought forward to the Vice President, Education and Student Services by the Dean/Director. With support of EMT and the Executive, a program would be recommended for cancellation to the Board of Governors.
5. Once a decision to cancel a program has been approved by the Board, the Dean/Director will advise the stakeholders and implement a communication process.

#### E. LEGISLATED REFERENCES

*College and Institute Act Section 19 (1) "Powers of the Board":*

19 (1) Subject to this Act, a board may do the following:

- (d) determine courses or programs to be offered or cancelled at the institution;

*College and Institute Act Section 23 "Advisory Role of Education Council":*

23 (1) An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters:

- (e) cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution;

#### F. LINKS TO SUPPORTING DOCUMENTS AND POLICIES

E.11.1 Communication Process for Program Suspension and Cancellation (under development)

G-1.3 Board Decision Making

E-1.6 Educational Approvals