



GOODWIN COLLEGE

POLICY AND PROCEDURE

TITLE:	Academic Program Closures
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POLICY STATEMENT:

The college may decide to discontinue an academic program for educational reasons, strategic realignment, resource allocation, budget constraints, or combinations of educational strategies and financial reasons. A decision to close a program is made only after careful analysis and consideration. Furthermore, every effort is made to support affected students, faculty and staff in a timely and thoughtful manner. All decisions ensure that the college remains in compliance with state, regional and programmatic accreditation requirements.

PROCEDURE DETAILS:

- The process (Appendix A) begins when the Vice President for Academic gives a formal written request, including the rationale for closing the academic program, to the Provost.
- After consulting with the Executive Vice President and Provost, The Vice President for Academic Affairs will place the request on the agenda of the Cabinet for consideration.
- To prepare for that meeting, the Office of Institutional Effectiveness, in collaboration with the Finance Department, will provide the committee with additional data including:
 - Actual and projected revenues and costs of the program determined in consultation with the business office
 - Potential cost savings or losses from elimination of the program
 - The program's contribution to the college's fiscal health
 - Performance data related to program trends and projections including enrollment, retention, completion, job placement and impact on other programs, as well as student/faculty ratios, IOTA data or other programs, student satisfaction surveys, cost/benefit analysis and ability to generate income
- The Cabinet will consider the request and the additional information using the following criteria:
 - The importance of the program to the mission of the college
 - Students' reviews of the program
 - Role of the program in the college strategic plan and the related academic plan
 - Ability of the program to enhance the campus reputation
 - Excellence of the program or its promise for future excellence in teaching, research and service to the community
 - Cost of investing in the program to achieve and maintain excellence
 - Uniqueness of the program to the state and region
 - Marketplace demand for the program

- Program's contribution to diversity
- Program's role in supporting other key programs
- The Cabinet will either make a recommendation to retain the program or to proceed with closing the program. The President makes the final decision.
 - The Vice President for Academic Affairs also presents the President's decision at the Board of Trustees Academic Affairs Committee, which in turn informs the Board of Trustees.
 - The Vice President for Academic Affairs also informs the Tier I Academic Affairs Committee as well as Faculty Senate as part of ongoing communication.
- The Vice President for Academic Affairs, Department Chair, Human Resources and the Office of Institutional Effectiveness work together to ensure that:
 - All internal and external stakeholders are notified
 - A Teach Out Plan Guidelines (Appendix B) is written and implemented
 - Appropriate reassignment or termination of faculty and staff is achieved

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

COLLEGE CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

DEFINITIONS:

N/A

EXCLUSIONS:

N/A (Consult Megan M)

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Academics including Registrar's Office
Office of Institutional Effectiveness
Finance Department

HISTORY: The Program Development and Evaluation Committee reviewed the policy 6/28/17. The policy will be reviewed by Deans/Chairs, Academic Affairs, Cabinet and the BOT this summer.

EFFECTIVE DATE:	06/28/2017
RESPONSIBLE OFFICE (ONLY ONE):	Institutional Effectiveness
REVIEW DATE:	June 2017

APPENDIX:

Appendix A: Teach Out Plan Guidelines

1. OIE notifies the Office of Higher Education (i.e., check the State website for the most current form). OIE notifies NEASC.
 - a. Add state's time requirements
2. Program Director notifies Specialized Programmatic Accreditation Agency and copies OIE.
3. Program Director notifies appropriate staff (e.g., admissions, registrar, finance, accounting, advising, communications, library, etc.) all students and faculty in writing. Vice President of Human Resources and Vice President of Academic Affairs reviews communication.
4. Notification of Closure includes:
 - Dates of termination
 - Reasons for program closure
 - Explanation of the impact program closure will have on the students and how students will be helped to complete their program of study with minimal disruption (e.g. every effort will be made to accommodate student needs within a reasonable time frame. If a student is in continual enrollment, the college will continue to offer all the necessary courses for his/her graduation prior to program closure. The termination of the program should be phased over a reasonable length of time. After the decision to close the program, no new students will be admitted without consultation of the Vice President for Academic Affairs, the Provost, and the President.)
 - Explanation of expected costs related to the program closure
 - Arrangements for reassignment of faculty and staff or assistance in locating other employment
 - Method of notifying faculty, staff, and the college community about program termination.
 - Students sign program closing acknowledgement letter and advisor uploads the letter to the student's electronic record
 - Notice will also be given to all clinical and/or internship sites in accordance with the termination terms outlined in their respective Affiliation Agreements.
 - Notice will also be given to the program advisory board members, and thanking them for their service.

Appendix B: Program Closing Process

