OVERVIEW

In the event the Employer or program faculty determines that a program's sustainability is in question, a Program Sustainability Analysis will be initiated. The analysis will examine the program's sustainability to determine deficiencies, decide whether an improvement plan is necessary or whether program closure is advisable and recommended.

Once determined that two or more factors, including but not limited to the following, are jeopardizing a program's success, the Senior Instruction Administrator (SIA) will initiate a Program Sustainability Analysis.

- Cost effectiveness
- Employment opportunities
- Enrollment*
- Failure to achieve/maintain program accreditation
- Individual program requirements (industry or trade)
- Job placement data
- Living wage
- Program completion rate
- Program currency
- Recommendation from Program Review

*If enrollment is a factor, the employer may suspend enrollment.

PROCESS

1. Prior to the first quarter of the analysis:

1.1. The SIA or designee provide written notice to the program faculty, the program dean, and the Union that it has been determined the program will undergo a Program Sustainability Analysis and that the first quarter of the analysis will begin the following quarter. Notice will be given no less than 30 calendar days before the end of the preceding quarter when the analysis is to start.

1.2. The SIA convenes a Program Sustainability Analysis Committee (PSAC) to examine the program's sustainability. The PSAC will be comprised of the SIA or designee, the program dean, program faculty, program advisory committee chair and/or appointed member, career advisor, Senior Student Services Administrator (SSSA) or designee, and up to two other faculty members. The Union will submit the name(s) of the other faculty member(s) within 20 work days of the notice being given. Other parties may be included in an advisory capacity if deemed necessary and/or advisable.

1.3. The SIA or designee calls the initial meeting of the PSAC as soon as possible to review and initiate the Program Sustainability Analysis process. A committee chair
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shall be selected and the designated administrative support staff member will serve as recorder.

1.4. If enrollment is a factor and the employer has suspended enrollment:

1.4.1. The PSAC shall analyze the enrollment deficiency first and recommend whether suspension shall continue or enrollment should be opened for the next entry point.

1.4.2. The employer will act on the PSAC recommendation prior to registration opening for the next entry point.

1.4.3. If the employer decides that enrollment suspension shall continue, the PSAC should consider an accelerated time line for making its recommendations, so as not to have a negative impact on program sustainability.

1.5. Regardless of program deficiencies, the time line for analysis shall not exceed six full quarters, unless the employer and the union agree to extend the time line.

First Quarter:

2. Program faculty, assisted by the program dean and the program’s administrative support, begin a program analysis report and initiate any immediate program changes that would address the identified issue(s). Program data should be produced in collaboration with the Institutional Research Department.

2.1. The program faculty member shall be provided a list of expectations, tasks and deadlines, which may be continued or amended during successive quarters of the process.

2.2. The program analysis should include, but is not limited to:
   o Identification and analysis of the reasons that the program is under review, including a history of the situation.
   o Enrollment considerations
   o Does the program meet industry standards?
   o Are there sufficient employment opportunities for program graduates and are graduates obtaining employment in the field?
   o Do entry-level wages provide a living wage and/or is the industry high-demand?
   o Is the program cost-effective/economically supportable?
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- Other agreed upon factors (including the list on page one of this document) that the PSAC might identify, which may affect program sustainability, even though adequate enrollment may exist.

2.3. The committee shall initiate identified strategies at any time to address issues that may be affecting the program’s sustainability.

Second Quarter:

3. The PSAC meets to review the program analysis report and any actions being taken to address the issues previously identified. PSAC provides feedback to the program dean and program faculty.

4. Program faculty, with the program dean’s support, continue to address the issues previously identified, consistent with the ongoing list of expectations and timeline.

Third (Final) Quarter:

5. The PSAC meets to review the progress made toward addressing the identified issues. At that time, after careful consideration of the program’s ability or inability to successfully resolve the previously identified issues, the PSAC may choose to make one of three recommendations to the president.

1. Return the program to satisfactory status (PSAC dissolved)

2. Suspend or terminate the program (PSAC dissolved), or

3. Implement a Program Sustainability Plan (PSP). PSAC continues to support the PSP. If a PSP is recommended, the SIA will initiate the process.

6. If program suspension or termination is recommended, the President has the final authority for program closure.

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Vice President, Student Services,
Facilities & Operations

Ron Greenman
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8-8-14
Date

8/8/14
Date