

A program review team appointed by the College President will consider initiation of a new auxiliary program/service or discontinuation of an existing auxiliary program/service. The team will address the following criteria and relevant data collected through the College's regular program effectiveness review process. Recommendations to the College President will be developed addressing reasons for program initiation, continuation, or discontinuation, together with any changes, performance stipulations, and time lines for further review as may be applicable.

CRITERIA

- I. Relationship of the program/service to the mission of the College
  - A. Describe the primary purpose(s) of the program/service.
  - B. How does the program/service relate to the mission or purposes of the College?
  - C. To what extent will the College's mission and purposes be strengthened (weakened) by initiation (discontinuation) of the program/service?
  - D. Is the program/service mandated by an external authority?
- II. Staffing
  - A. For a proposed new program/service, specify the optimum and minimum-staffing requirement to implement. Describe the organizational relationship of the new staff person(s). What will be the anticipated salary schedule placement and contract conditions for the position?
  - B. Can the District attract and maintain qualified staff within its approved salary schedules?
- III. Program/service viability
  - A. Historical or projected institutional need
    - 1. Provide evidence to demonstrate institutional need, or projected need, of the program/service. Evidence to include faculty/staff input, demand for the program/service by student/community, data from institutional need survey if deemed necessary, etc.
    - 2. If discontinuation or reduction of the existing program/service were to occur, are the consequences unacceptable in terms of meeting institutional need?
    - 3. Is the program/service critical to the support of other College programs/services?
    - 4. Can the needs of the institution be met by means other than initiation or continuation of the program/service? Provide reasoning and/or appropriate evidence to support conclusion.
    - 5. What is the status of similar programs/services at other rural Arizona Community Colleges?
    - 6. Will the program/service be fully implemented (discontinued) within the College's service area?
  - B. Financial resource requirements necessary to properly capitalize and operate the program/service
    - 1. Provide an analysis of budget requirements necessary to implement the program/service and fund it for each of the next three (3) years of operation identifying revenue sources and amounts, expense categories and amounts, and recurring capital costs associated with the program/service.
    - 2. Do data illustrate the need to continue current level of funding to the program/service? Are there opportunities to reduce program/service costs but maintain it at a viable level?
    - 3. Are there other revenues that may be generated to off-set operational and/or capital costs?
    - 4. Are the financial resources required to maintain (initiate) the program/service in balance with the program's benefit to the student, the community, and the taxpayer?



**Title** : Procedures for Initiation or Discontinuance of Auxiliary Programs/Services

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**Approved** :

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**IV. Benefits (Risks) and/or desirable (undesirable) features associated with program**

- A. Are there special conditions that must be met following initiation (discontinuance) of the program/service?
- B. What special populations, if any, will (will not) be served?
- C. Are there restrictions on funding?
- D. Are there special reporting requirements?

