MONITORING AND SCREENING OF PROGRAMS - FLOW CHART

**STEP 1: Sept.-October**
**Purpose:** Initial data is collected on programs in need of possible review and monitoring
**Who:** IARD Staff
**Outcome:** Preliminary Program Viability Monitoring list and report is developed

**STEP 2: October**
**Purpose:** Program Viability Monitoring list is reviewed and recommendations are made regarding continued inclusion of programs on Viability list.
**Who:** Divisional Deans, program faculty/staff, Divisional Curriculum Team
**Outcome:** List of programs for Viability Screening is finalized

**STEP 3: November-January**
**Purpose:** Further analysis of data and pertinent documentation is generated on programs recommended for review
**Who:** Program staff, faculty and IARD
**Outcome:** Report and Recommendations programs prepared by IARD

**STEP 4: February**
**Purpose:** Report on programs reviewed goes to Curriculum and Learning Committee
**Who:** Curriculum and Learning Committee
**Outcome:** Recommendations made to VP and Dean’s Cabinet

**STEP 5: February**
**Purpose:** Final Review of report by Dean’s Cabinet
**Who:** VP Dean’s Cabinet
**Outcome:** Cabinet recommends programs to be considered for modification, consolidation, suspension or discontinuance

**STEP 6: March**
**Purpose:** Review of Dean’s Cabinet Recommendations
**Who:** ESIR Committee
**Outcome:** Reviewed/Action by ESIR

**STEP 7: March**
**Purpose:** Submission to MATC Board
**Who:** ESIR Committee
**Outcome:** Board Action

**STEP 8: April**
**Purpose:** Divisional action plan to implement Board action
**Who:** Program administration and faculty
**Outcome:** Plan for implementation and budget decisions recommended to VP

**STEP 9: August-September**
**Purpose:** WTCS is notified of Board Action and specifics of the Action Plan
**Who:** VP of Academic Affairs

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