** MATC **	**ADMINISTRATIVE REGULATION AND PROCEDURE**

Title: PROGRAM SUSPENSION AND DISCONTINUANCE	Code: DD0500

Policy Reference: D0503, Quality Assessment of Instructional Program and Support Services; H0300-2, District Administration Research and Planning

Program Suspension

Background

The Wisconsin Technical College System's Educational Services Manual provides for program suspensions as follows:

> Districts shall <u>suspend</u> an approved program when it decides to no longer accept students into the program. The district will maintain an approved program curriculum and course files and allow enrolled students to complete the program. The district shall notify the state office of its intent to suspend and shall also notify the state office when a suspended program is reactivated.

> Districts need a program status whereby programs can be suspended for varying periods of time without going through the discontinuance process. This status will enable a district to reactivate a program without State Board action. A program may be "in suspension" for a maximum of three (3) years, after which, either the State Board staff or district staff will submit a program discontinuance for State Board action. A suspended program will be removed from all promotional materials, district and state, during the period of suspension. [3.40.1.1 Program Procedures]

Procedure for Program Suspension

The program suspension process flows with the annual Monitoring and Screening of Program Viability conducted by the Office of Institutional Assessment, Research and Development. Programs recommended for "suspension" through this process will be submitted for Board review. The process leading to program suspension is as follows:

1. MATC's Office of Institutional Assessment and Research, and Development (IARD) will prepare by October of each year a report on programs that may need to be reviewed for possible modifications, consolidation, suspension or discontinuance. The report will identify programs that are having difficulty in attracting students (low demand), having difficulty graduating them, having difficulty in placing graduates in training-related employment, and/or which generate too few FTE's in relationship to costs.

2. The list of programs will be submitted to the pertinent academic divisions for further review by deans, the department or division Curriculum Committee, and other faculty. Divisional staff and the Curriculum Committee will then recommend to the Office of the Vice-President of Academic Affairs which programs should be retained in the list for further review.

3. The IARD office will gather additional data on each program on the list and will generate a report for review by the college's Curriculum and Learning (C&L) Committee. The committee will forward its recommendations for program modifications, consolidations, suspension or discontinuance to the Vice President of Academic Affairs and the Dean's Cabinet.

4. The Vice President of Academic Affairs and the Dean's Cabinet will receive and act on the recommendations of the C&L Committee. Programs approved for modifications and/or consolidations will be directed by the Vice President of Academic Affairs to develop appropriate documentation and an action plan. In the case of programs recommended for **suspension** or **discontinuance**, a recommendation will be forwarded to the Board's ESIR Committee for appropriate action. The Committee may be asked to act on one of the following:

    a. Recommend that the college notify the state that the program be placed on suspended status.

    b. Begin the process for program discontinuance as delineated in the WTCS Educational Services Manual.

5. The attached flowchart (Appendix A) provides a graphical depiction of this procedure.

6. The annual process for program suspension or discontinuance shall be completed by April of every academic year.