

Program Deactivation, Reactivation and Discontinuation Policy

The final authority to deactivate and/or discontinue programs rests with the College President (or his or her designee). Before a final decision is made concerning the deactivation and discontinuance of programs, college presidents are obligated to consult with both administrators and faculty in a meaningful way, consistent with the SUNY University Faculty Senate's Resolution 156-01-1.[1] The following policy outlines ESF's Faculty Governance Policy for the generation and execution of proposals for the deactivation, reactivation and discontinuation of programs.

Initiation Of A Program Deactivation, Reactivation Or Discontinuance

A proposal to deactivate, reactivate or discontinue a program may originate from the Chief Academic Officer (or his/her designee) or from the responsible department or division offering the program.

1. *Chief Academic Officer Initiation:*

If a proposal is Chief Academic Officer (CAO) initiated, such a proposal may only be made following the internal review of the program involving both the CAO and the faculty associated with the responsible department or division. The internal review should be comprehensive in nature, and shall be undertaken over a period of no less than six months from review initiation. The timeline for a CAO review will commence upon written communication from the CAO to the department or division responsible for the program. This document must clearly address the CAO's concerns and the criteria used to open the review. After the review period, proposals for deactivation, reactivation or discontinuation shall be directed to the Committee on Curriculum (CoC) for review.

2. *Department or Division Initiation:*

Proposals for deactivation, reactivation or discontinuation generated by the department or division shall be directed to the Committee on Curriculum (CoC) and copied to the Chief Academic Officer for review.

Proposal Review

Recommendations for all Program Deactivations, Reactivations and Discontinuations are considered to be curricular in nature; as the curriculum exists within the sole purview of the

faculty, all proposals to deactivate, reactivate or discontinue a program will be reviewed by the ESF Faculty Governance Committee on Curriculum (CoC). All proposals for a deactivation, reactivation or discontinuance originating with the CAO must provide evidence that the sponsoring department or division was under review for period of at least six-months from initiation of review. Programs that have been deactivated for 2 years may proceed to discontinuation without an additional review period.

Proposal Format

All proposals must include the following information (if applicable) as modeled on the SUNY Policy on Program Deactivation and Discontinuance:

1. Program Name, degree, certificate or diploma designation
2. Reason for the deactivation
3. Criteria (as noted below) used in the consideration of the proposal
4. Timeline of the review period and documentation of activities carried out during the review period. (Administratively Initiated proposals must contain a timeline of the actions taken during the review period described above. A narrative summary should accompany the timeline. The summary should outline initial concerns that prompted the review, responses from responsible department or division, and explanations as to why those responses were insufficient.)

Examples of Criteria to be considered in review of programs considered for deactivation, reactivation or discontinuation:

- Program enrollment
- Program quality
- Program effectiveness
- Resources needed to sustain the program
- Student demand and societal need
- Consistency with the College, Division, or Department Mission
- Contribution to the College

Proposal Recommendations

Once a proposal has been received by CoC, the College Faculty at-large will have a minimum of two weeks to review and comment upon the proposal in accordance with current CoC procedures, following which, the committee will review the proposal and present the proposal and the consultation process to the College Faculty. Once the CoC

has presented their report on the proposal on the floor of the ESF Faculty Governance, the proposal will be presented by the Executive Chair of Faculty Governance to the College President for final action.

Glossary of Terms

Deactivation – Suspends the program, but the program remains formally registered with NYSED. Following the deactivation date, no new students will be admitted to the program. Deactivation is a formal process that is used to allow a campus to determine the feasibility of continuing the program.

Discontinuation – Program is eliminated and request for deregistration is made to the SUNY Board of Trustees. The discontinuance date is set as the date that the last student in the program graduates. Deactivation does not need to precede Discontinuation.

Program – NYSED defines a program as “formal educational requirements necessary to qualify for certificates or degrees”. [2]

Reactivation-During the deactivation period and prior to discontinuation, a program could be reactivated if evidence is provided, reviewed, and accepted, following the same process as deactivation.

[1] Link to the University Faculty Senate page where approved resolutions can be found. The resolution that encompasses this issue is the 156th Plenary held at Alfred State College on October 22-23, **2010**.

<http://www.suny.edu/facultySenate/ApprovedResolutions.cfm>

[2] Glossary: OCUE:NYSED, <http://www.highered.nysed.gov/ocue/aipr/glossary.html>, last accessed 4/9/2013.