

PROGRAM VIABILITY FORM

Name of Program:
Division(s):
Program Viability Committee members:
Start Date for Review:

DESCRIPTION OF PROGRAM Describe the program, including its relation to the college's strategic plan, educational master plan and other programs in the District.

(Data resources: Course Catalogue; department records; Program Review, Strategic Plan; Educational Master Plan; ISLOs; program degree and certificate SLOs; discussions with faculty, students, and community; District sources; additional sources deemed appropriate by review committee)

1. Related rationale for program consideration
 - a. Quantitative indicators and analysis Evaluate the quantitative sources with respect to enrollment, retention, and student success, including student learning outcomes. Analyze the productivity of this program in terms of its target load. Identify trends; determine and evaluate the (anticipated) effect of any recent or planned programmatic changes. Discuss the number of full-time and adjunct faculty, overload and reassigned FTEF, and the effect of these factors on the efficiency of the program.
 - i. *Data resources: Educational Master Plan; Core Program and Student Success Indicators; additional data provided by Office of Planning, Research and Institutional Effectiveness (PRIE); previous Program Review and Planning reports; other department records; assessment of student learning outcomes; additional sources deemed appropriate by review committee)*
 - b. Qualitative-Describe qualitative information obtained through surveys, campus and community forums, focus groups or other means. Discuss how this information should be used in conjunction with the quantitative data in the previous section to provide a complete picture of the program.
 - i. *(Data resources: PRIE reports, Program Viability Committee research, open forums, additional sources deemed appropriate by review committee.)*
 - c. Relationship to fulfillment of Degrees, Certificates, and transfer requirements: Describe how this program fits within any degree or certificate requirement. If a degree or certificate is offered in this program, how many have been awarded over the past 5 years? Describe how it meets transfer requirements.
 - d. Community and Business needs: Describe how the elimination or strengthening of the program impacts community and business needs. Does the program attract resources from business or community groups? What is the demand for graduates from the program? How does the program meet business and community needs? Does the program provide training for businesses? How would the elimination of this program impact the college's ability to attract students (recent high school grads, first time college, re-entering adults and reverse transfers)?
 - e. Relationship to Mission: How does the program help fulfill the mission? What will be the impact on the mission if the program is eliminated?
 - f. Impact on College and District: What is the impact of the elimination of this program on the college, sister colleges and the district?

2. Disproportionate Impact on community/student/employer groups: Are similar programs offered in the district or community? Can these programs be offered through community education? Would the elimination of this program negatively impact the college's commitment to student equity?
3. Impact on other programs: Will the elimination of the program negatively impact the viability of other programs in the college? If so, will students have other alternatives in the district?
4. Impact on comprehensiveness of curriculum: How would the elimination of this program impact the college's ability to meet the California Community College mission as outlined in the Master Plan for Higher Education? Would the elimination or reduction of a program or service put us in a competitive disadvantage with regard to enrollment management in the district?
5. Cost of Program: What is the cost of the program? Include all program costs such as faculty, support staff, equipment, supplies, facilities, etc.
6. Impact on Faculty, Staff and Administration: What is the faculty, staff, administrative staffing in the program? Does elimination disproportionately impact a particular area or division of the college?
7. Facility/Equipment Implications: In evaluating a program do we have the current staffing, facility and equipment to offer it effectively at Skyline. If not, are their facilities at our sister colleges that are better suited? By eliminating a program, are we saving on the purchase and maintenance of equipment and supplies? If a facility has been modernized, what are the options to maximize the use of resources invested?