

NEW VERSION
CRITERIA AND PROCEDURES
FOR THE DISCONTINUATION OF PROGRAMMES
AND OTHER ACADEMIC ACTIVITIES

DEFINITION

ACADEMIC ACTIVITIES

Academic activities is defined as a clear coherent ensemble of academic activities, but which is not formally defined as a programme. This description does not apply to individual courses or other matters which are normally dealt with by the Curriculum Committee.

ADJUSTMENT/DISCONTINUANCE

This does not mean that ACAPLAN will consider a request for adjustment without discontinuance. It means that ACAPLAN will consider only a review for discontinuance, but reserve the right to make a recommendation for adjustment, rather than either continuation or discontinuation.

GENERAL PRINCIPLES

1. Programmes or academic activities should be discontinued only as a last resort; reduction and alteration will be given preference where feasible.
2. No programme or academic activity will be discontinued without an internal and external review of its academic merits and precise costs, including consultation with the affected unit and students.

CRITERIA FOR ADJUSTMENT / REDUCTION / DISCONTINUATION

1. The programme or academic activity:
 - . how does it fit within the University's mission;
 - . how does it fit within the priorities of the University;
 - . results and follow-up of past evaluations;
 - . proposed plans for the future;
 - . how innovative.

2. **Curriculum:**
 - . number of courses on the "books";
 - . number of courses offered during the past three years:
 - . on a regular load basis,
 - . on an overload basis;
 - . cross-listing of courses;
 - . how coherent;
 - . special aspects.

3. **Students' perspective:**
 - . enrolment in the programme/academic activity over five years;
 - . drop out rate;
 - . enrolment in the different courses of the programme/academic activity over five years;
 - . impact of discontinuance on students;
 - . placement of students in the particular field over a five-year period;
 - . students' evaluation of the courses.

4. **Faculty's perspective:**
 - . commitment of faculty to the programme/academic activity:
 - . number and qualifications of faculty teaching regularly in the programme/academic activity;
 - . number and qualifications of faculty teaching occasionally in the programme/academic activity;
 - . research output in the particular discipline during the past five years;
 - . service to other areas.

5. **University's perspective:**
 - . support to the programme/academic activity in terms of:
 - . number and rank / qualification of full-time tenured faculty appointed in the programme/academic activity;
 - . number and rank / qualification of full-time untenured faculty appointed in the programme/academic activity;
 - . average teaching load of full-time faculty in the programme/academic activity;
 - . number, qualification and rotation of part-time faculty;
 - . budget for the programme (savings, if the programme/academic activity is discontinued)
 - . direct cost of the programme per student over the past five years;
 - . impact of reduction or discontinuation on other programmes/academic activities.

6. **Community's perspective:**
 - . support for the programme/academic activity within the community;
 - . need for the programme/academic activity in the community;
 - . impact, on the community, of reduction or discontinuance of the programme/academic activity.

PROCEDURES

1. At any time, Senate can request the review of a programme/academic activity for possible adjustment/discontinuation. Such request will normally be based on concerns for quality, enrolment levels and/or resource allocation and needs to be justified.
2. The request with the concerns and justification will be transmitted to ACAPLAN. ACAPLAN, through the Office of the Academic Vice-President, shall coordinate the review process by undertaking at least the following:
 - a. Through ACAPLAN, the faculty and the unit(s) concerned shall be informed and asked to submit an assessment of the programme/academic activity with a recommendation.
 - b. Through ACAPLAN, students shall be asked for their evaluation of the programme/academic activity and for a recommendation.
 - c. At any time, ACAPLAN and/or the unit/department through ACAPLAN can request that an external review of the programme/academic activity be conducted. Such request shall not be unduly denied by the Academic Vice-President's office.

Any work that requires making a judgement will be brought to ACAPLAN for debate.

3. Taking into consideration the mandate of the University, the strategic plans of the University and the unit/department, the academic priorities, and the unit/faculty and students recommendations, ACAPLAN shall make a recommendation whether to adjust/discontinue the programme/academic activity. A possible implementation schedule may be part of any ACAPLAN recommendation on discontinuation.
4. ACAPLAN's recommendations will be sent to Senate for consideration.

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