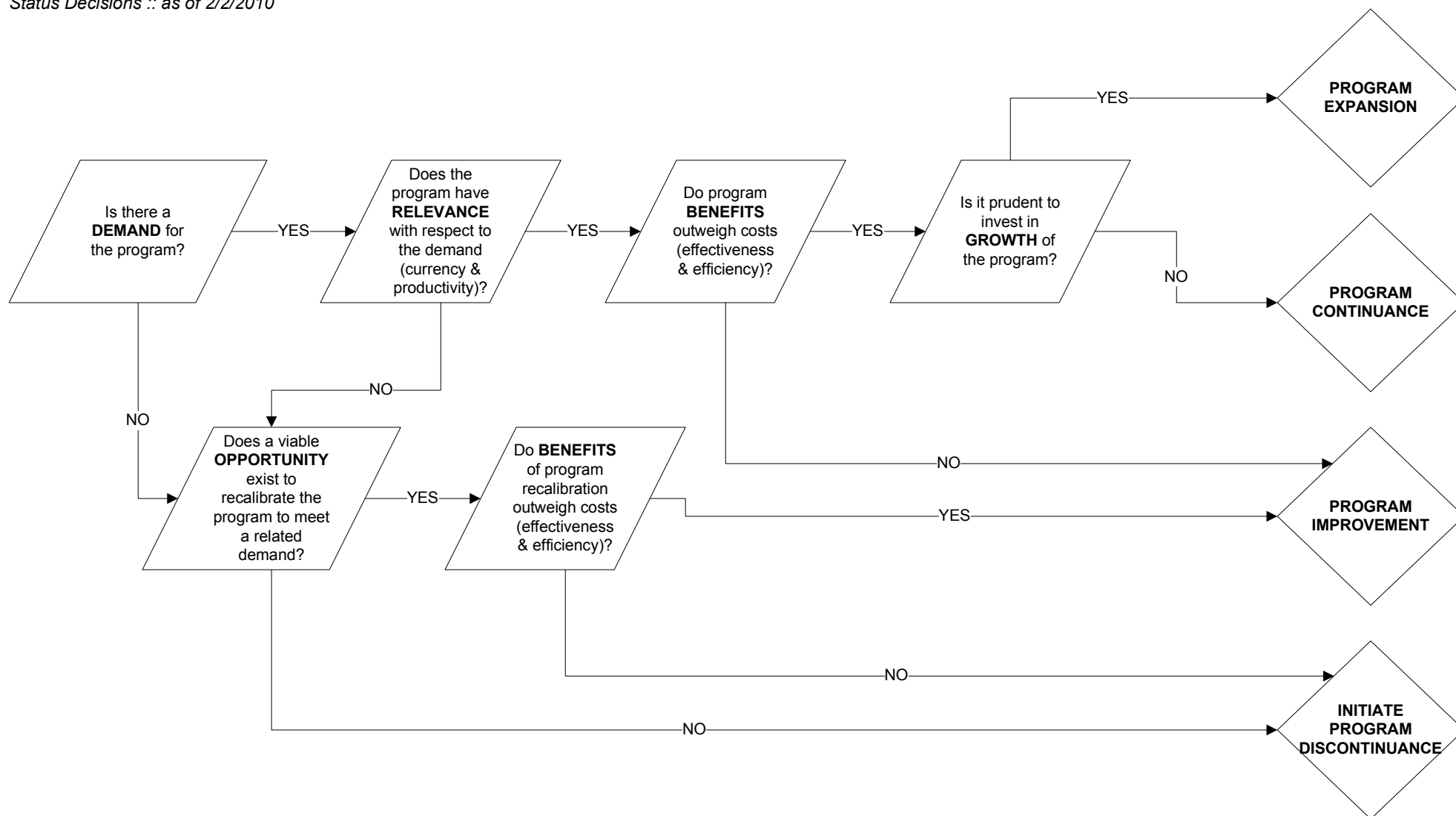


Victor Valley Community College District Program Management Flowchart

Status Decisions :: as of 2/2/2010

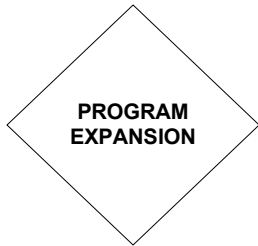


NOTES:

- Program management is a responsibility delegated by the Superintendent/President to senior management. Decisions about Program Status will be made following thorough study, comprehensive analysis, and ample discussion among key stakeholders.
- DEMAND is defined in terms of job market drivers, transfer institution requirements, student academic needs, District vision, mission, goals, or priorities.
- PROGRAM EXPANSION or IMPROVEMENT will require formal development, implementation, and monitoring of a 2-year action plan that specifies outcomes, responsibility center, activities, timelines, and budget with oversight by the division senior administrator or his/her designee and consultation with faculty pursuant to Board Policy 4035. Program status will be evaluated and re-established at the end of the 2-year period.
- PROGRAM DISCONTINUANCE for instructional programs will follow AP 4720; all other programs will require an action plan indicating secondary effects of reductions (impacts and resolutions as necessary) on students, staff, and other programs.

Victor Valley Community College District Program Management Flowchart

Status Decisions :: as of 2/2/2010



Programs designated for expansion have demonstrated that there is a compelling demand for increased services and/or an emerging need for new programs/services not yet offered. Resources in place will be re-allocated to explore the development of such new programs/services, following 3 phases:

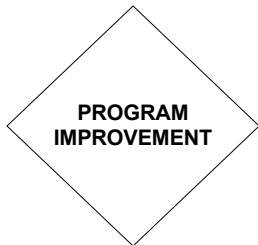
Phase 1 – FEASIBILITY: Measurement of the demand or emerging needs, and detailed analysis of the costs and benefits to the District in meeting those needs. Information will be shared and discussed at Cabinet, a decision will be made regarding whether the proposed expansion will continue to Phase 2.

Phase 2 – DEVELOPMENT: If the new program/service is deemed feasible, commitment is made to identify or create the organizational structure necessary to plan, design, implement, and evaluate the work systems that support the new program/service. Funding sources will be identified, applied for, and/or encumbered for this and the implementation phase for an initial period of up to 2 years.

Phase 3 – IMPLEMENTATION: New services will be delivered and subject to institutional processes of annual program review and planning. New/expanded program/service must demonstrate (1) success as designed; (2) the continuing need and demand for the program; and (3) a capacity to sustain the expanded program/service beyond the initial 2-year period.



Programs designated for continuance are stable, requiring no major initiatives to address serious or egregious weaknesses or outcome failures. Any improvements needed can be implemented with no additional resources or a re-allocation of existing resources.



Programs designated for improvement show serious or egregious weaknesses or outcome failures. Improvements needed will require re-allocation of resources, focused activities with close monitoring of outcomes, and regular evaluation and communication among program staff. The area administrator will be charged with formal development, implementation, and monitoring of a 2-year action plan that specifies outcomes, responsibility center, activities, timelines, and budget. Program status will be evaluated and re-established at the end of the 2-year period.



A list of programs designated for discontinuance will be given to the President of the VVCCD Academic Senate. For instructional programs, Administrative Procedure 4720; all other programs will require an action plan indicating secondary effects of reductions (impacts and resolutions as necessary) on students, staff, and other programs.