



***RESOLUTION F2013.1: JOINT RSCCD RESOLUTION***

Date: September 24, 2013

Subject: Adoption of Policy for Temporary Suspension of Courses

Mover: Elliott Jones

Second: Madeline Grant

Unanimously approved on September 24, 2013

Whereas, Recent budget challenges have made it difficult for Santa Ana College and Santiago Canyon College to schedule all of the courses listed in their college catalogs;

Whereas, The students of the Rancho Santiago Community College District (RSCCD) have a reasonable expectation that all courses listed in the college catalogs will be offered during a two-year period and should be informed if the courses they need will not be available during that time;

Whereas, The faculty at Santa Ana and Santiago Canyon Colleges realize that there will be times when some courses cannot be offered for various reasons there is concern that vital courses may be deleted simply because they have not been scheduled for several years; and

Whereas, There should be guidelines to ensure participation, predictability, parity and consistency in the contraction of course offerings;

Be it resolved as follows:

Resolved, The Academic Senates of Santa Ana College and Santiago Canyon College adopt the Fall 2013 *Policy for Temporary Suspension of Courses* as recommended by the Santa Ana College and Santiago Canyon College Curriculum and Instruction Councils; and

Resolved, The Academic Senates of Santa Ana College and Santiago Canyon College forward the *Policy for Temporary Suspension of Courses* to the College Councils at Santa Ana and Santiago Canyon Colleges for adoption.

***SANTA ANA COLLEGE MISSION STATEMENT***

*The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community. Vision Themes of Santa Ana College: I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community*

### **Policy for Temporary Suspension of Courses**

The colleges of the Rancho Santiago Community College District (RSCCD) strive to offer a complete schedule of courses that is reflective of all of the items listed in each college's catalog. Unfortunately, there may be circumstances that do not permit the offering of courses for an extended period of time. In the spirit of participatory governance and recognizing that curriculum is #1 on the "10+1" for which the RSCCD Board of Trustees relies primarily on the advice of the academic senate (BP 2410), it is necessary for the administration to collegially consult with faculty prior to making a decision to suspend the offering of a course.

1. If the administration would like to propose the temporary suspension of a course or courses, the Vice President of Academic Affairs will notify the Senate President and call a meeting with the appropriate dean, and the chairs of any department affected to discuss the proposal and ramifications of suspending the course(s).
2. Either an administrator (Division Dean or Vice President of Academic Affairs) or a discipline faculty (Department Chair or Coordinator) must make a formal request of the college's Curriculum and Instruction Council to temporarily suspend a course or group of courses in a specific discipline. The following items must be included in the request:
  - a. A listing of the course(s) being suspended (Discipline, Course Number, and Title)
  - b. A list of degrees and certificates to which each course is attached
  - c. A rationale for why each course is being suspended
  - d. The projected date when the Curriculum and Instruction Council will review the suspension in order to return the course(s) to active status.
  - e. A confirmation that all other required courses for the degrees and certificates listed in 2b will be scheduled while the proposed course(s) is suspended.
3. The Curriculum and Instruction Council will review the request to guarantee that students will be able to complete their chosen program of study without the suspended course(s). If an approved program of study cannot be completed without the proposed course(s), the request for suspension will be denied.
4. If any state approved degree or certificate would drop below 18 units without the proposed course(s) for temporary suspension, then the request will be denied.
5. Once the request is approved, the course(s) will be suspended for up to two years; however, any suspended course may be scheduled at any time during the suspension thus removing it from suspension. A two-year suspension may be extended for one year, for a maximum suspension of three years. After three years, the Curriculum and Instruction Council will decide if the course(s) will be reinstated or permanently removed from the college catalog.
6. Suspension is not allowed for an entire program of study. If an entire program is being considered for suspension, please refer to the Program Discontinuance Policy listed in AR6134.
7. At the beginning of each semester, the Curriculum Office will compile a list of all suspended courses. This list will be distributed to all faculty at the college. Counseling will have this information available so as to inform students and each department will ensure that the courses not available in that department are posted on the department website.