# **Professional Technical Program Closure Communication Process-Approved by WEC and IC Spring 2021**

**PURPOSE:** The purpose of the professional technical program closure communication process is to share program closures with other colleges in the SBCTC system.

**DELIVERABLE:** Coordinate professional-technical program closures on a regional basis. Deliverable Requested by Spring 2021: Design and implement process for sharing program closures. (IC 2.1 Strat. 1)

**CONSIDERATIONS:** The Northwest Commission on Colleges and Universities (“NWCCU”) seeks to ensure that a decision to close a program, branch campus or institution results in the equitable treatment of all affected constituencies. Immediate interests of current students and faculty are most directly affected, their present and future prospects require especially sensitive attention. The final decision to close, however, rests with the governing body of the institution. Source <https://www.nwccu.org/wp-content/uploads/2020/07/NWCCU-Procedures-to-Close-a-Program-Branch-Campus-or-Institution.pdf>

## **Committee #2 recommends the following three step process**

**STEP 1: DISCUSS ENROLLMENTS AT IC AND WEC**

1. Establish a quarterly WEC affinity group or discussion at WEC for Workforce Deans/Directors, and COEs to discuss program enrollments for marketing and/or partnering with other colleges to increase enrollments. Confidentiality shall be observed when discussing low enrolled program viability.
2. Colleges with an interest in partnering will be encouraged to collaborate with a college with a low enrolled program. For example, an online program with low enrollment could be offered at another college through an interagency agreement similar to Pierce College’s Homeland Security & Emergency Management program that is shared with several other colleges.

**STEP 2: INTERNAL NOTIFICATION**

1. Per [NWCCU program closure procedures](https://www.nwccu.org/wp-content/uploads/2020/07/NWCCU-Procedures-to-Close-a-Program-Branch-Campus-or-Institution.pdf), the institution makes a final decision to close a program triggering the internal program closure process that ensures the equitable treatment of faculty, staff, students, employers, and stakeholders impacted by the program closure.
2. College informs faculty, students, advisory committees, etc.
3. College develops a teach-out plan in compliance with [NWCCU procedures](https://www.nwccu.org/wp-content/uploads/2020/07/NWCCU-Procedures-to-Close-a-Program-Branch-Campus-or-Institution.pdf).

**STEP 3: EXTERNAL COMMUNICATION TO REGIONAL COLLEGES**

1. College sends program notification and teach-our plan to NWCCU
2. College sends program notification to SBCTC. SBCTC allows for up to a 3 year teach out period before a program is removed from the college’s inventory.
3. Heather Stock will provide a quarterly report of program changes to WEC (both new programs and closed programs).