



Minnesota
STATE COLLEGES
& UNIVERSITIES

Human Resources Guideline & Interpretation

Program Discontinuance

STG0004

Purpose: To provide a suggested process for state university administrators to use when implementing program discontinuance.

Affects: All universities

Authoritative References: Agreement Between IFO and MnSCU, where applicable.

Required Forms: None

Responsibility for Implementation: Campus managers

Attachments: None

Introduction:

While program discontinuance and faculty retrenchment are often thought of synonymously, one does not necessarily result in the other. Accordingly, it is not imperative that the two possibilities be discussed simultaneously. However, where one impacts the other, there must be Meet and Confer with the Faculty Association on each of these issues.

Program discontinuance may be necessitated by a variety of changes in the workplace including, but not limited to, directives from entities external to the university (i.e., Minnesota State Colleges and Universities Board of Trustees, Minnesota Higher Education Services Office [HESO], legislature, etc.); shifts in enrollment; problems in placement directly related to the program; budget reductions; and changes in the overall mission or academic plan of the university.

1. When potential program discontinuance is the result of such things as directives, enrollment shifts, problems in graduate placement and budget reductions as noted above, the basis for potential discontinuance should be documented by assembly of written data such as: HESO, MnSCU Board of Trustees, legislative or other directives; analyses of program changes showing diminished need for course offerings; prior, current and projected student enrollment figures showing enrollment shifts by programs(s); student placement information; or other documentation that suggests that discontinuance might be appropriate.

2. When potential program discontinuance results from changes in the overall mission or program direction of the university rather than the types of circumstances enumerated in #1 above, it would be advantageous for the university to have in place a long-range plan which identifies the university's academic priorities. Such a plan might identify programs for enhancement as well as those which might be downsized and/or discontinued, including the reasons for such changes.

3. If discontinuance of a program seems probable under any of the above circumstances, arrange a Meet and Confer with the Faculty Association to discuss the potential program discontinuance, sharing documentation gathered as noted in #1 and #2 above. Ensure that the Meet and Confer is properly noticed to the Faculty Association.

4. At this initial Meet and Confer, note that a final decision on the discontinuance will be made after considering input received at this meeting and during the ten-day response period. If the issue of potential retrenchments is raised, note that IF the determination is made to discontinue the program, the issue of any possible retrenchments resulting from the discontinuance will be brought to Meet and Confer before any retrenchment would occur.

5. After taking into consideration input received through the Meet and Confer process, finalize the decision on whether or not to discontinue the program.

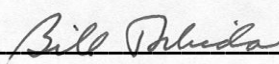
6. Convene a second Meet and Confer with the Faculty Association at which the Faculty Association is notified in writing of the decision.

7. If a program is to be discontinued, and retrenchments would result from this discontinuance, include potential retrenchments on the agenda and discuss with the Faculty Association in conformance with the contract (Article 23).

8. Notify the Academic and Student Affairs in the Chancellor's Office of the intent to discontinue the program, noting 1) the dates on which the discontinuance was discussed at Meet and Confer, 2) an explanation of the cause for the discontinuance, 3) the plan for addressing the needs of remaining upper-division declared majors, and 4) plans for faculty reassignments.

Approved: December 16, 1996

Revised: March 14, 2007



Vice Chancellor, Human Resources

March 14, 2007

Date