

**AA30****Program Suspension**

Classification:	Academic Affairs
Responsible Authority:	Deans and Directors Council
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1995.01.01
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Mandatory Review Date:	2021.06.08

**PURPOSE**

To formalize a process for the suspension/cancellation of program intakes and course offerings, as part of the College's strategic program planning requirements, based on program performance indicators including program quality, student demand, retention and graduation rates, financial viability, and program relevance. The objective is to make best use of the College's resources while offering a regularly updated mix of programs and courses that serve the needs of students, employers and the community.

**SCOPE**

All programs offered by the College.

**DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
Academic Administrator	Program Chair, Academic Manager, Course Chair, or Dean
Program Cancellation	Program is no longer offered by the College. Students may no longer graduate from the program.
Program Intake Suspension	Program intake that is suspended such that Level 01 applicants must be advised of the suspension during the application cycle.
Program Suspension	Program that is not admitting Level 01 students prior to the application cycle. Students may still graduate from the suspended program.

**POLICY**

1. The College decision to suspend a program intake or a course offering is based on program performance indicators including program quality, student demand, retention and graduation rates, financial viability, and program relevance.

2. A minimum number of students must be registered in a program intake or course offering in order for the College to offer it. This number is set by the College and is known as the Registration Minimum.
3. The College will make the decision to suspend program intakes and course offerings and to suspend/cancel programs as early as possible in order to minimize the impact on prospective applicants.
4. The College decision to suspend a program, with the intent to cancel, is based on program performance indicators including program quality, student demand, retention and graduation rates, financial viability, and program relevance.

#### **Program Intake and Course Offering Suspension during an Application Cycle**

5. Program intakes and course offerings that have difficulty attracting sufficient candidates to meet their Registration Minimum during an application cycle may be suspended for that term.
6. As the Fall program intake receives the greatest number of applications, review of the admission data will take place and program intakes may be recommended for suspension after any one of these dates:
  - April 15 following receipt of February 01 applications;
  - May 01 following receipt of Confirmation Notices;
  - June 15 following receipt of the Fees deposit.
7. The program intake reviews for the Winter and Spring will take place by December 01 and April 01, respectively, following receipt of fees deposit.
8. A decision to suspend a program intake will normally be taken as late as one month prior to the start date for Fall Term programs, and two weeks prior to the start date for Winter and Spring Term programs.
9. Any program intake that is not suspended by the above dates will be offered, regardless of not meeting the minimum enrolment targets.
10. Students will be advised when a program intake is suspended and offered admission in other available programs.
11. Students will be advised when a course offering is suspended and offered registration in other courses.

#### **Program Suspensions Prior to the Start of an Application Cycle**

12. The Dean, in conjunction with the Program Chair or Academic Manager, faculty and program staff, will review programs which are not meeting performance indicators prior to the start of the application cycle and will make recommendations as to their suspension/cancellation by September 30 to the Senior Vice President, Academic for the coming academic year. Programs recommended for suspension or cancellation that are allowed to continue will form the list of

programs under consideration for possible suspension/cancellation (programs at risk) at a later date.

13. Advisory committees for programs being recommended for suspension/cancellation will be consulted on possible strategies to improve the program performance. Consultation will normally be undertaken no less than four weeks prior to moving a program suspension recommendation forward to the Senior Vice President, Academic.
14. For programs that are recommended for suspension/cancellation, the Senior Vice President, Academic will seek endorsement from the President. The recommendation(s) for program suspension/cancellation will then be brought to the Board of Governors for approval through the Academic and Student Affairs Committee (ASAC) of the Board of Governors, with the mandate to make recommendations to the Board on the approval of new programs and program suspensions/cancellations. Faculty/School program suspension/cancellation submissions for consideration by ASAC must be submitted as per the guidelines detailed in Appendix 1. Following an ASAC recommendation, a program suspension/cancellation submission may be heard from a stakeholder(s) by the Board of Governors directly, at the discretion of the Board Chair as per the procedures detailed in BGI-03 Communication with the Board of Governors.
15. Normally, the College will provide students enrolled in the program being suspended the opportunity to complete the program within the normal time period as outlined in Policy AA39 Program Progression and Graduation Requirements.
16. The Board of Governors will notify the Chair of the appropriate Program Advisory Committee of its decision to suspend the program.
17. The President will notify the Ministry of Training, Colleges and Universities of the decision to suspend the program.

## PROCEDURE

<u>Action</u>	<u>Responsibility</u>
<b>Program Intake Suspensions during the Application Cycle</b>	
1. Review admission data for possible program intake suspension due to low enrolment by: <ul style="list-style-type: none"> <li>• Fall term: April 15, May 01, and June 15;</li> <li>• Winter term: November 15;</li> <li>• Spring term: April 01</li> </ul>	Academic Administrator
2. Recommend program intake suspensions to the Dean.	Academic Administrator
3. Recommend program intake suspensions to the Senior Vice President, Academic.	Dean
4. Approve the program intake suspension recommendation and notify the Registrar and Marketing.	Senior Vice President, Academic

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| 5. | Inform students the program intake has been suspended, and offer admission to other available programs. | Registrar's Office,<br>Academic<br>Administrator,<br>International Education<br>Centre |
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#### **Course Offering Suspension**

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| 6. | Review registration data for possible course offering suspensions due to low enrolment.                   | Academic Administrator   |
| 7. | Suspend course offerings due to low enrolment.  | Academic Administrator   |
| 8. | Inform students the course offering has been suspended and offer registration to other available courses. | Centre for Continuing<br>and Online Learning /<br>Business Development |

#### **Program Suspensions/Cancellations Prior to the Start of an Application Cycle**

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| 9.  | Identify and review a program that is not meeting program performance indicators in conjunction with the faculty and program staff and make recommendations to the Dean on strategies to improve the program or its suspension/cancellation.           | Academic Administrator             |
| 10. | Consult the Program Advisory Committee on possible strategies to improve the performance of the program being considered for suspension/cancellation no less than four weeks prior to moving a program suspension/cancellation recommendation forward. | Academic Administrator             |
| 11. | Review the program recommendations from each Academic Administrator and make recommendations to the Senior Vice President, Academic by September 30.   | Dean                               |
| 12. | Recommend program suspensions/cancellations to the President for endorsement.  | Senior Vice President,<br>Academic |
| 13. | Submit program suspensions/cancellations supported by the President to the Academic and Student Affairs Committee (ASAC).  | Senior Vice President,<br>Academic |
| 14. | Provide program suspension submissions for ASAC consideration as per Appendix 1 – Guidelines for Program Suspension Presentations to the Academic and Student Affairs Committee.   | Stakeholder                        |
| 15. | Submit program suspensions/cancellations recommended for approval by the ASAC to the Board of Governors for approval.  | ASAC Chair                         |

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| 16. | Notify the Dean, Registrar and Marketing of the decision of the Board of Governors to suspend/cancel a program.  | Senior Vice President, Academic |
| 17. | Notify the Chair of the appropriate Program Advisory Committee of its decision to suspend the program.   | Board of Governors' Chair       |
| 18. | Notify the Ontario College Application Service of the program suspension.  | Registrar                       |
| 19. | Inform students currently in the program of the time period for completing the program.  | Academic Administrator          |
| 20. | Notify the Ministry of Training, Colleges and Universities of the program suspension with intent to cancel when all students have completed the program within the identified time period. | President                       |

### **SUPPORTING DOCUMENTATION**

Appendix 1 – Guidelines for Program Suspension Presentations to the Academic and Student Affairs Committee

### **RELATED POLICIES**

AA39 Program Progression and Graduation Requirements

### **RELATED MATERIALS**

BGI-03 Communication with the Board of Governors

<http://www.algonquincollege.com/bog/manual/policies/>



## **AA30: APPENDIX 1**

### **GUIDELINES FOR PROGRAM SUSPENSION PRESENTATIONS TO THE ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

1. The Dean will provide affected program faculty and staff, Program Advisory Committee (PAC) members, and any other interested stakeholders with the date and time of the next regularly scheduled Academic and Student Affairs Committee (ASAC) meeting, no less than 4 weeks prior to the date.
2. Presentations may be made to the ASAC according to the following guidelines:
  - 2.1 The Faculty/School may submit a request to present and will be responsible to determine the presentation representation that may normally include up to four presentations, for example:
    - a. The Chair of the Program Advisory Committee may submit a request to present;
    - b. One or more representative(s) from faculty constituency may submit a request to present;
    - c. One or more representative(s) from support staff constituency may submit a request to present; and,
    - d. One or more representative(s) from Administrative Staff constituency may submit a request to present.
  - 2.2 ASAC reserves the right to limit the number of presentations.
  - 2.3 A brief overview of the presentation (maximum of 250 words) and a list of attendees is to be provided to the Office of the Senior Vice President, Academic (SVPA) ten days in advance of the meeting.
  - 2.4 Materials that the ASAC have not previously been provided as part of the consultations in process may be submitted normally ten days in advance of the ASAC meeting to the Office of the SVPA. (The SVPA Academic will determine whether the materials submitted constitute "new" substantive information that should go forward to the ASAC.) The SVPA will advise the submitter accordingly.
  - 2.5 Presenters will be given a maximum of 10 minutes to a total of 40 minutes for all presentations.
  - 2.6 Should the Faculty/School representatives not arrive at a consensus as to the presentation submissions, the ASAC Chair will mediate resolution, or as necessary decide on the presentations that will be most informative to enable ASAC's recommendation to the Board.
3. All presentations will be taken under advisement.