


## PROCEDURE: 300.12.01

<b>SECTION:</b> Research and Academic Affairs	
<b>TOPIC:</b> Program Suspension	
<b>EFFECTIVE DATE:</b> April 23, 2014	<b>REPLACES:</b>
<b>LATEST APPROVAL DATE:</b> April 23, 2014	
<b>NEXT REVIEW:</b> September 2015	<b>ARCHIVED:</b>
<b>APPROVING AUTHORITY:</b> 	
Original signed by President + CEO	

### Scope

Program suspension may be initiated by the Vice President Research and Academic Affairs (VPRAA), or the Chair of the School to which the program belongs. Under the stewardship of the Research and Academic Affairs Office, recommendations for program suspension follow the process outlined in this procedure and the Academic Council stakeholder consultation process.

### Criteria for Evaluating a Program for Suspension

Programs considered for suspension will typically be characterized by one or more of the following:

- Continually low student enrolment, as indicated by official college census data,
- No new admissions into a program for three years,
- Significant program weakness in one or more of teaching, research and scholarly work or other activities specific to the program (i.e. outreach and engagement) as determined by the Cyclical Program Review or External Review (Procedure 300.09.01 Undergraduate Program Review) or
- Persistent inability to deploy necessary resources (staff, faculty, equipment, space, or finances) or failure to optimize use of available resources

### Process

A program suspension proposal documenting the criteria and evidence that has been used to determine the recommendation for program suspension will be submitted to the VPRAA and Academic Executive for review and recommendation. Review of the program suspension proposal will consider the following:

- a) Impact on the institution's overall direction (Comprehensive Institutional Plan)

- b) Quality and viability of a specific program
- c) Impact (enrollment, financial, physical resources) on other academic and service units of the institution.
- d) Timeline for suspension

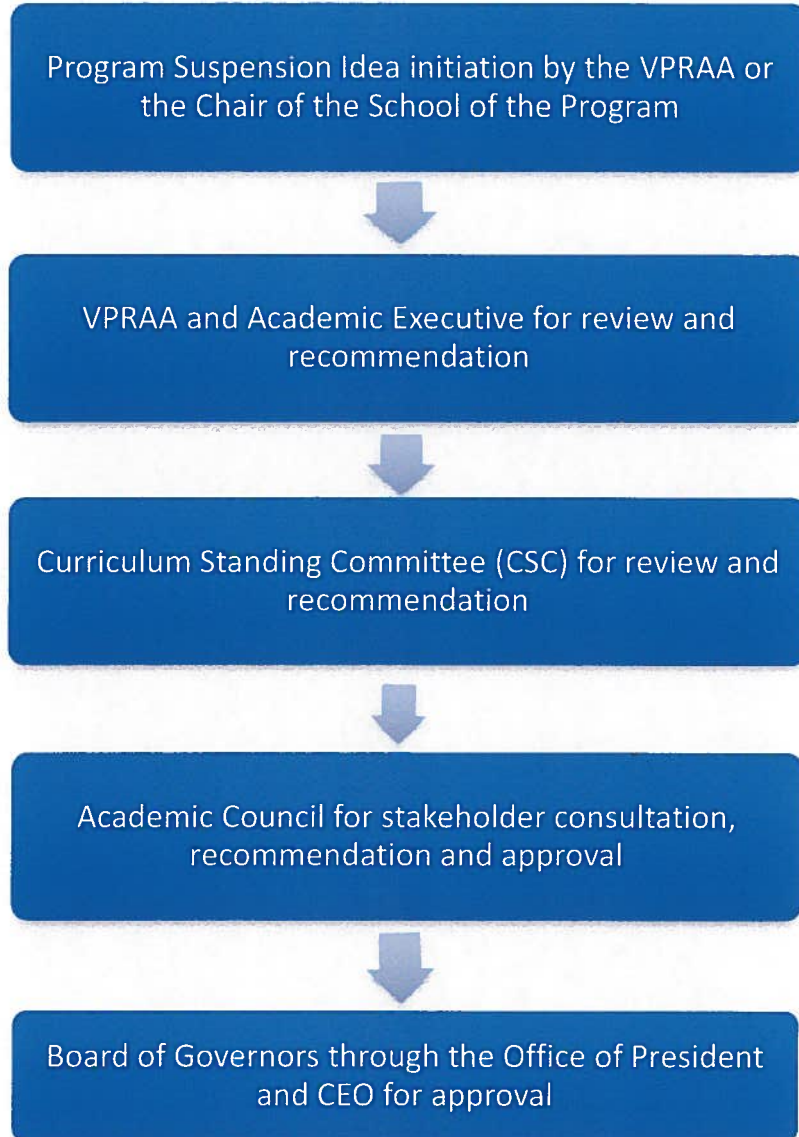
Upon recommendation to proceed from Academic Executive, the proposal will be submitted to the Curriculum Standing Committee (CSC) for review and recommendation. Review of the program suspension proposal will consider the following:

- a) the academic value of the program to the College,
- b) the quality assessment achieved by the program in any recent review process such as the cyclical program review,
- c) the impact of suspension on undergraduate or graduate students and how they will be advised to complete their programs,
- d) the impact of program suspension on faculty and staff, including the implications of provisions of collective agreements,
- e) Faculty feedback based on consultation,
- f) The impact of suspension on any ongoing research projects or the overall research capacity and reputation of the College,
- g) any financial and/or resource impacts, including faculty, staff, physical facilities and equipment, library resources, disposition and archiving of materials, impact on development or alumni projects,
- h) the impact of suspension on other programs, departments or schools, and in particular whether related programs will be affected by this suspension, where areas of consideration would include: quality, demand, efficiency, unique features, relevance to the province, whether course suspensions will affect any other programs, if there is any impact on internal or external partners, and whether it is likely or appropriate that another school will develop a program or courses to replace the ones suspended.
- i) Any external impact from the suspension (college reputation, accreditation, other institutions, high schools, community organizations, professional associations etc.), including whether it is likely or appropriate that another educational institution will offer this program if it is suspended at the Alberta College of Art and Design, and
- j) The impact of the suspension on areas such as extension and public service, education equity, interdisciplinary, the College mission and goals.

Upon recommendation to proceed from CSC, the program suspension proposal will be submitted to Academic Council and the Board of Governors through the President and CEO for approval

**Reference:** Program Suspension Process Flowchart  
 Program Suspension Proposal Template  
 Procedure 300.09.01 Undergraduate Program Review

### Program Suspension Process Flowchart



## PROCEDURE: 300.12.01A

### PROGRAM SUSPENSION PROPOSAL TEMPLATE

#### A. Program Details

1. Program Name:					
2. School:					
3. Reasons for suspension:					
4. Number of existing students	Year 1	Year 2	Year 3	Year 4	Total
5. Date of last intake:					
6. Estimated completion date of last intake students:					

#### B. Curriculum Standing Committee/Graduate Studies Standing Committee

Meeting Date:	
Comments:	
School Chair Signature:	
Date:	

#### C. Vice-President Research and Academic Affairs

Comments:	
Signature:	
Date:	

**D. Academic Council Motion for Approval**

Motion reviewed by Academic Council on:	
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**E. Provide supporting documentation for the following criteria:**

<input type="checkbox"/>	1. Academic value of the program to the College
<input type="checkbox"/>	2. Quality assessment achieved by the program in any recent review process such as the cyclical program review
<input type="checkbox"/>	3. Impact of suspension on undergraduate or graduate students and provision for how students will be advised to complete their programs
<input type="checkbox"/>	4. Impact of program suspension on faculty and staff, including the implications of provisions of collective agreements
<input type="checkbox"/>	5. Faculty feedback based on consultation
<input type="checkbox"/>	6. Impact of suspension on any ongoing research projects or the overall research capacity and reputation of the College
<input type="checkbox"/>	7. Financial and/or resource impacts, including faculty, staff, physical facilities and equipment, library resources, disposition and archiving of materials, impact on development or alumni projects
<input type="checkbox"/>	8. Impact of suspension on other programs, departments or schools, and in particular whether related programs will be affected by this suspension, where areas of consideration would include: quality, demand, efficiency, unique features, relevance to the province, whether course suspensions will affect any other programs, if there is any impact on internal or external partners, and whether it is likely or appropriate that another school will develop a program or courses to replace the ones suspended
<input type="checkbox"/>	9. External impact from the suspension (college reputation, accreditation, other institutions, high schools, community organizations, professional associations etc.), including whether it is likely or appropriate that another educational institution will offer this program if it is deleted at the Alberta College of Art and Design
<input type="checkbox"/>	10. Impact of the suspension on areas such as extension and public service, education equity, interdisciplinary, the College mission and goals.