



Program Closures

Operating Protocol-Procedure #: 609  
Category: Instruction  
Office of Primary Responsibility: Office of Academic Affairs

Approval Date: 10/28/13  
Effective Date: 10/28/13  
Revised:

**Purpose** (Clearly state the rationale and purpose for this Operating Protocol)

To outline the appropriate steps needed to close a Career and Technical Education (CTE) program

**Applicability** (Identify to whom this Operating Protocol applies)

All Colorado Postsecondary CTE Department chairs, Coordinators, Deans and Chief Academic Officer

**Definitions** (Define abbreviations, acronyms, and technical terms)

N/A

**References** (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

Colorado Community College System CTE Administrator’s Handbook  
State Board Policy BP 3-20

**Attachments** (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

N/A

**Operating Protocol** (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

Under certain circumstances, PCC may choose to permanently close a CTE program. To ensure that the process is fair and equitable, and all Colorado Community College System (CCCS) and Colorado Department of Higher Education (CDHE) requirements are met, the College will follow the program closure phase-out plan.

**Procedure**

PCC Program Closure Phase-Out Plan

The Department Chair and Academic Dean are responsible to ensure that the following process is followed when it becomes necessary to permanently close a CTE program.

- Rationale for Phase-out of CTE Programs
  - Complete Program Review
  - Performance Statistics (i.e. Enrollment, Completers, Placement Rates).
  - Community Needs
  - Financial Overview - 5 years (or less if program is new)
  - Expenditure connected with phase-out
- Notification of Faculty

- Faculty input on closure
- Timeline to follow board policies and College HR procedures
- If reduction of force is required- follow State Board Policy BP 3-20
- Community Partnership Notification
  - Notify Community Partners
  - Notify Advisory Board
  - Input from community partners and advisory board
- Develop Teach-out Schedule
  - Department Chair and Academic Dean develop teach-out timeline for remaining courses.
  - Timeline should be for no more than 24 months
  - Registrar notified of closure and teach-out timeline. No new students to be admitted into program.
  - Financial aid notified- ensure financial aid availability for students during teach-out
  - Registrar notifies VA certifying officials-ensure that VA funding available during teach-out.
- Curriculum and Academic Standards Committee Notification
  - Memo sent to Curriculum and Academic Standards Committee.
  - Dean of Student Success notified: Begins process to remove from catalog, notifies recruitment and marketing.
- Notify Academic Advising and Enrollment Management
  - Discontinue advising and promotional activities of program.
  - TRIO programs Notified
- Notify Students
  - All students with program listed as their major are to be notified in writing of program closure
  - Students should be counseled/advised of teach-out plan
  - Students unable to complete teach-out plan within 24 months are to be advised into alternative programs
- Notification of CCCS
  - Notify by end of term (no later than last day of semester).
  - Teach-out plan to be submitted to CCCS
  - CCCS closes program approval and end term in Banner
  - CCCS notifies CDHE who will keep SURD open for 24 months to allow for teach-out
- Institutional Awareness and Asset Reallocation
  - Notify all departments of program closure.
  - Follow Operating Protocol and Procedure for Surplus Property Disposal and Transfer Process (OP-P 409)