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| Memo |  |

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| To: | James Mandigo, Provost and VP, Academic |
| From: | [Dean], [Faculty] |
| Cc:  | [Department Head/Director], [Assistant to the Provost], [Associate Director, PDQA][if graduate program, AVP, Research, Engagement, & Graduate Studies], [pdqa@ufv.ca, and other relevant assistants, including Faculty Council]  |
| Subject: | Program Discontinuance: [Program], [Department/School], [Faculty/College] |
| Date:  | [current dATE] |

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| SECTION 1 - Program Information*Any further program information (credential, etc.)* |
| SECTION 2 - Effective Date*Semester the program would be discontinued (i.e., first term program will not register students)* |
| SECTION 3 - Consultation*Consultation must take place and show evidence, prior to the recommendation being approved and its summary must include the following stakeholders:** *Department/School*
* *Academic Advising*
* *Faculty/College Council*
* *Budget Office*
	+ *long-term impact on space (employee and instructional)*
	+ *long-term impact on operating budget and resources dedicated to the discontinued program (i.e., eliminated, redeployed, reallocated to other academic priorities)*
* *for graduate programs, Associate Vice-President, Research, Engagement, & Graduate Studies*
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| SECTION 4 – Rationale*Note: If the credential here presented for discontinuance is being replaced by a new credential, with no impact on the criteria listed in the rationale section below, please name the new credential, and provide only a brief explanation here.* *A Decision to discontinue a program is made on a holistic assessment of the program in terms of all the variables and quantitative measures within a broadly consultative and collegial process. APPC will assess the proposal according to the following five criteria. (Note that these criteria are not weighted or listed in order of priority.) The proposal should address as many of the specific aspects listed under each criterion that are relevant. General or contextual information relevant to the assessment of this proposal may be provided as well.* *The rationale for program discontinuance will typically consider issues arising from the following categories:**Section A. Demand - What is the current demand for the program? Include information about:** + *student enrolment, domestic and international;*
	+ *graduation/completion rate;*
	+ *employment opportunities for graduates;*
	+ *whether the program serves an institutional demand (for instance, if program courses are required in another program or if it duplicates a similar program);*
	+ *community or regional demand*

*Section B. Capacity – determined by a broad assessment of program inputs - What resources are currently available to deliver the program? Include information, as relevant, about:** + *faculty and staff;*
	+ *capital equipment;*
	+ *facility infrastructure;*
	+ *course offerings.*

*Section C. Program Output – What is the program delivering? Including graduation, quality and performance in terms of both key performance indicators and a summative assessment of the program’s contribution to the strategic directions of the university. Consider:** + *number of graduates;*
	+ *contribution to the university’s mandate, strategic directions, strategic plans, Institutional Learning Outcomes;*
	+ *meeting the program’s own goals, objectives, or outcomes;*
	+ *students’ engagement and success;*
	+ *the opportunities it provides for laddering;*
	+ *research capacity and any ongoing research projects*

*Section D. Financial Impact/Viability – Provide a full accounting of both direct and indirect program revenue and costs. How efficient is the use of available resources?**Section E. Reputational Considerations for the University. Will discontinuance of this program affect current commitments? For instance, will it affect partnerships? Have external donors contributed to the program? Has UFV made a firm commitment to an external party to offer the program?* |
| SECTION 5 - Principles*The proposal should include evidence that the following program discontinuance principles have been applied, and that the program has been assessed according to the criteria as outlined in rationale of the proposal.*  |
| SECTION 6 - Accommodation Plan*An accommodation and transition plan must be included in the proposal outlining how the existing students will transition through the existing program or to a new credential. When relevant, also include a plan for reallocation of any remaining program resources.* |
| SECTION 7 - Communication Plan*The Department Head/Director, in consultation with the Dean and Provost, will develop the communication plan which must be detailed here or attached to this memo. After approval, the Department Head/Director executes the communication plan. The plan must include the following areas and specify the approval and effective dates:** + *existing students*
	+ *Office of the Registrar*
	+ *Academic Calendar Editor*
	+ *Undergraduate Education Committee (or Graduate Studies Committee)*
	+ *Academic Planning and Priorities Committee*
	+ *Academic Advising Centre*
	+ *University Relations (include Marketing)*
	+ *Faculty/College Councils affected*
	+ *others as needed*
	+ *external stakeholders, if relevant*
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| SECTION 8 – Additional Information*If applicable, list and attach any supporting documents, for example, memo from the department.* |