
Program Suspension and Cancellation

Procedure No.:	5405-PR1
Policy Reference:	5405
Category:	Education
Department Responsible	Education Council
Current Approved Date:	2014 June 4

Objectives

This procedure supports Policy 5405, Program Suspension and Cancellation. The objective of this procedure is to establish and describe the process BCIT is to follow in evaluating and recommending programs for suspension or cancellation.

BCIT faculty and staff regularly evaluate courses and programs for quality and relevance. Individual program performance measures or resource requirements, in addition to changes to the Institute's educational mandate, educational priorities, planning requirements, or resource allocation may necessitate the suspension or cancellation of certain programs.

This procedure and accompanying policy provide guidelines for an orderly, consultative, and transparent process by which the Institute determines the need for program suspension or cancellation.

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Who This Procedure Applies To

This procedure applies to BCIT employees and Board members involved in program suspension or cancellation.

Criteria for Decision Making

A program may be considered for suspension or cancellation for a number of reasons, and the following criteria should inform the decision (in no order of priority):

- Advice sought and considered by Education Council
- Institutional Mandate, Vision, Goals, and Strategic Plan
- Financial effectiveness
- Student demand
- Graduate employment data
- Labour market demand
- Program's relationship to other programs

- Alternate program providers
- Recommendation from the program area, or
- Any other criteria the Board considers relevant

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1. Consultation Process

The dean responsible for the program area leads the consultation process:

- a) The dean indicates, in writing, to the program area and affiliated department when a particular program is being considered for suspension or cancellation.
- b) The correspondence includes references to policy 5405 and procedure 5405-PR1, including the rationale for suspension or cancellation.
- c) An invitation is made to the program area and department to respond and comment on the proposed suspension or cancellation, within a prescribed time, usually within 30 days unless the VP Education, Research and International deems additional time is required.
- d) The dean simultaneously contacts relevant service departments, including other academic departments that teach into the program, for their input, including any impact to their areas, using the same time frame.
- e) The dean incorporates the findings from this consultation into the recommendation to be forwarded to the VP Education, Research, and International; and the program area and appropriate bargaining agent.

2. Format for Recommendation to suspend or cancel a program

- a) Identify whether this is a recommendation for program suspension or cancellation.
- b) Identify key issues driving this recommendation (for example change in institutional mandate, resource constraints, poor program performance, etc.).
- c) Summarize the consultation process including stakeholder participation, stakeholder input including alternative suggestions put forward, and impact this had on final recommendation.
- d) Briefly summarize alternatives to suspension or cancellation that were considered, but not recommended (and why).
- e) Identify impact of recommendation on students, faculty, other stakeholders, and resources (facilities, operating costs, capital expenditure, lost tuition, etc.).
- f) Detail the teach-out plan for existing students to complete their credential.
- g) Detail the transition plan for other stakeholders, particularly faculty.
- h) Summarize the communication plan.
- i) Summarize key next steps, financial implications, and timing of recommendation.

3. Decision-making process

The impetus to suspend or cancel a program can come from within the program area, from the program administration (Associate Dean, Dean, or Director), from the Vice President Education, Research, and International, or from the Institute's Senior Leadership Team.

- a) The dean ensures appropriate information is gathered, stakeholders are consulted, and information and decisions are communicated in a timely matter.
- b) The dean submits the recommendation to the VP Education, Research, and International.
- c) The VP Education, Research, and International considers the recommendation, and determines whether further input is required.
- d) For program suspensions, the VP Education, Research, and International makes the final decision (within two years after a program has been suspended, a review will be conducted by the dean to determine if the program should be unsuspended,

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- cancelled, or in extenuating circumstances, have the suspension extended for not longer than 2 additional years).
- e) For program cancellations, the VP Education, Research, and International recommends program cancellations to Education Council and the Board of Governors.
 - f) The recommendation is a confidential BCIT internal document, which is available to all internal stakeholders through the Education Council Meeting Package distribution and access.
 - g) The Board of Governors must seek the advice from Education Council on the recommendation to cancel a program and Education Council will advise the Board.
 - h) Education Council should advise the Board of Governors whether the process and recommendation have followed the specified process to be consistent with policy 5405 and this procedure, and comment as appropriate.
 - i) The Board of Governors considers the recommendation from the VP Education, Research, and International and the advice from Education Council, and renders the final decision as per the BC College and Institute Act.

Forms Associated With This Procedure

None

Amendment History

1. Created 2014 June 4