



Procedure Information	
Related Policy No:	E-1.40
Approved by:	Board of Governors
Approval Date:	February 27, 2015
Executive Responsible:	President
Administrator Responsible:	Vice Presidents
Date of Next Review:	January 2020

## PROCEDURES FOR SUSPENSION, RELOCATION AND CANCELLATION OF BASE-FUNDED PROGRAMS AND SERVICES

### Purpose / Rationale

This procedure applies directly to the Suspension, Relocation and Cancellation of Base-Funded Programs and Services Policy E-1.40. This document provides definitions of terms used in the policy and outlines the process for the provisions that govern suspension, relocation and cancellation of programs and services at the College.

### Definitions

1. **Base-Funded Programs and Services:** Programs and services whose delivery is dependent on at least 50% or more of its funding from monies provided by the BC Government, as part of the College's annual operating grant, or ITA funding. This includes Education Council credentialed programs (College Credentials Policy E-1.10) and non-credentialed programs.
2. **Services:** Includes, but is not limited to, all departments and/or positions within the College that provide services to students, the College, the general public, or to staff.
3. **Suspension of a Program:** When a program is not offered for one or more intake(s). This action is intended to be a temporary measure.
4. **Relocation of a Program:** Refers to an established program that is transferred from one CNC campus or community location to another.
5. **Cancellation of a Program:** When a program is no longer offered by the College and is removed from the list of program offerings.

### Procedures

#### A. Responsibilities

1. **The Administrator:**
  - a) Ensures that appropriate information gathering, consultation, transition planning and communication has occurred.

- b) Submits the recommendation and transition plan for the suspension or cancellation to the Vice-President.

**2. Vice-President:**

- a) Brings forward recommendations for suspension, relocation and cancellation of programs and/or services to the President.
- b) Brings forward, with the support of the President, recommendations for the suspension, relocation and cancellation of programs and/or services to the Board of Governors.

**3. Board of Governors:**

- a) Reviews recommendations for program and service suspensions, relocations and cancellations.
- b) Seeks advice from Education Council on the recommendations, if required by legislation, or from other stakeholders.
- c) The Board is the final decision-making body for all program and service suspensions, relocations and cancellations.

**B. Suspension of a Program**

1. An Administrator, in consultation with the necessary stakeholders, may recommend the suspension of a program to the Vice-President Academic.
2. Suspension of a program can enable a major re-structuring of a program or be based on program performance measures such as, but not limited to, low student enrollment, declining employment opportunities for graduates, or budgetary considerations (Program Review Policy and Procedures E-1.26).
3. Ideally, the decision to suspend a program will be made at least 6 months before the usual start date of the program.
4. Once a decision to suspend a program has been made and approved by the Board of Governors, the responsible Administrator will advise the stakeholders of the suspension. The Vice-President Academic will work with the Communication Services Department and Student Services to implement a communication process.
5. Normally, the Administrator will submit an action plan to remedy the circumstances which lead to the suspension of the program.

### **C. Cancellation of a Program**

1. It is recognized that there may be times when a recommendation for cancellation might be made instead of a suspension.
2. Prior to recommending a program for cancellation, the responsible Administrator will undertake a consultation process and review of the program. This could include:
  - a) A comprehensive program review as described in the Program Review Policy Review Policy and Procedures (E-1.26).
  - b) Consultation and information gathering from interest groups including, but not limited to, students, employers, program advisory committees, Education Council, affected faculty and operational staff and their respective Unions, and the College service departments and administration..
  - c) A review of program performance measures including, but not limited to, student demand, graduate employment/transfer to further studies, cost effectiveness, student and employer satisfaction levels, availability of alternate program providers and other relevant program data.
3. Implications of any proposal, including impact on current students, staff, facilities, technology and other resources, must be clearly identified.
4. The recommendation for cancellation of a program will be brought forward to the Vice-President Academic. The recommendation(s) will be reviewed by Senior Administrators.
5. A recommendation for cancellation of a program will be brought forward to the Board of Governors who will then seek the advice of Education Council (College and Institute Act).
6. Once the Board of Governors decides to cancel a program, the Vice-President Academic will advise all Administrators of the Board's decision. The Vice-President Academic will work with the Communication Services Department and Student Services to implement a communication process.

### **D. Relocation of a Program:**

1. Relocation decisions will be reviewed within two academic calendar years of program start up in the new location.

## E. Services:

1. The final decision regarding service offerings is the responsibility of the President.

## Legislative References

College and Institute Act

[http://www.bclaws.ca/civix/document/id/complete/statreg/96052\\_01](http://www.bclaws.ca/civix/document/id/complete/statreg/96052_01)

*College and Institute Act* **Section 19 (1) “Powers of the Board”**

- 19 (1) Subject to this Act, a board may do the following:
- (d) determine courses or programs to be offered or cancelled at the institution

*College and Institute Act* **Section 23 “Advisory Role of Education Council”:**

- 23 (1) An education council must advise the board, and the board must seek advice from education council, on development of education policy for the following matters:
- (e) cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution.

## Links to Other Related Policies, Documents and Websites

College of New Caledonia Strategic/Educational Plan

Suspension, Relocation and Cancellation of Base-Funded Programs and Services Policy E-1.40

College Credentials Policy E-1.10

[http://www.cnc.bc.ca/Exploring/Services/Administration/CNC\\_Policies.htm](http://www.cnc.bc.ca/Exploring/Services/Administration/CNC_Policies.htm)

Program Review Policy and Procedures E-1.26

[http://www.cnc.bc.ca/Exploring/Services/Administration/CNC\\_Policies.htm](http://www.cnc.bc.ca/Exploring/Services/Administration/CNC_Policies.htm)

## Policy Amendment Log

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