

## BOARD OF GOVERNORS

### POLICY 441 – PROGRAM SUSPENSION AND CANCELLATION

#### PROCEDURES

##### 1. Objectives

Periodically it may be necessary to suspend or cancel a program. These procedures provide guidelines for a transparent and consultative process.

##### 2. Who can initiate suspension or cancellation?

- a) The Dean, in consultation with the faculty members from the program area and the Division Chair, proposes that a program be suspended or cancelled.
- b) The Provost and Vice President, Academic (Provost/VPA), in consultation with the Dean, proposes that a program be suspended or cancelled.

##### 3. Criteria for Suspension or Cancellation

A program can be suspended or cancelled for one or more of the following reasons:

- a) Declining student demand/enrolment trends
- b) Reduced labour market demand
- c) Reduction or loss of transferability
- d) Redundancy of credentials
- e) Unsustainable increase in operating costs
- f) Loss of funding
- g) Recommendation of the instructional department
- h) Increased risk of liability to the College
- i) Other

##### 4. Process

- a) The Dean collects the relevant data to support suspension or cancellation and reviews with the Provost/VPA.
- b) The Dean and Provost/VPA make the decision to suspend or cancel the program, or to gather more data.
- c) The Dean advises the Division Chair. The Division Chair maps faculty and staff workload implications and, in consultation with Registrar and Enrolment Services (RES), creates communication and transition plans for currently enrolled students.
- d) The Dean notifies the Education Council and prepares a memo for suspension, or a Discontinued Program form for cancellation.

- e) The Dean notifies People & Culture.
- f) The Dean notifies the President and Chief Steward of the Langara Faculty Association, in writing, per Section 10.5.3.2 Advance Notification & Consultation.
- g) The Dean notifies faculty members and staff in the affected department.
- h) The Provost/VPA recommends suspension or cancellation to the Langara College Board of Governors. The Board considers the recommendation of Provost/VPA and advice from the Education Council and makes the final decision.

### **Suspension - Notifications**

The Dean notifies the following departments of the suspension including the effective semester:

- i. RES (Admissions, Financial Aid, Records & Registration, Curriculum, and Graduation) and the Registrar
- ii. Counselling (support, student advising)
- iii. Langara Global (recruitment, student advising)
- iv. Strategic Communications and Marketing (messaging, website updates)
- v. Academic departments offering support courses or collaborations

### **Cancellation - Notifications**

In addition to the departments noted in steps i. to v. above, the Dean notifies:

- vi. Facilities (dedicated space)
  - vii. IT (equipment, software)
  - viii. Library (support materials)
  - ix. Educational Technology/ Teaching and Curriculum Development Centre
  - x. Academic Quality Assurance (support for notifying the Ministry, if applicable)
- i) Within two years of a program being suspended, the Dean conducts a review to determine whether the program should be cancelled or continue to be suspended.

## **5. Related Legislation**

College and Institute Act, Part 4 – The Powers and Duties of Boards and Education Councils:

“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;

Advisory role of the education council

- 23 (1) An education council must advise the board, and the board must seek advice from the education council, on the development of educational 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;”

Version Date: January 3, 2024