

PROGRAM ARCHIVAL

Introduction

Program review and evaluation processes may indicate that an instructional program is not viable and should be eliminated from College offerings; the program needs to be archived. Based on industry needs, budget constraints, and/or student interests, deletion refers to those programs that are not feasible to run currently or in the near future; it does not refer to those programs that may be offered on a cyclical basis and so have periods of inactivity. While programs may be removed from the Catalog, specific courses will remain on the "Master List of Courses" for transcribing purposes.

The archived program is dropped from the Catalog. Program courses, i.e. Technical/Core and Related Technical, are not dropped from the Catalog's Course Description section if they support other programs. Removing courses from the Catalog can be accomplished through the Archival Course Guide. See *The Curriculum Manual*, Course Approval Process, Course Archival Memo, for information regarding the archival of courses.

This section of the manual describes the process for archiving a program. The archival process, its procedures, signatories and required form are detailed. The locations of pertinent resources and a guide for form submission are also included.

Process Narrative

The Program archival process is composed of the following steps:

1. Using information gathered from program reviews and evaluations, the Author prepares the Archival Memorandum and attaches the necessary Program Approval Form. The Author prepares a digital copy containing the Archival Memorandum. The Author signs and dates the Archival Memorandum.
2. The Author submits the Archival Memorandum to the Department for comment and approval. The Department reviews the Archival Memorandum for purpose, content, scope, sequence, and detail. The Department also reviews the Program Form for format, style, consistency, grammar, spelling, and standard content. When approved, the Department Chair signs the Archival Memorandum cover sheet and forwards the following to the Registrar:
 - the original printed Archival Memorandum,
 - an attached copy of the most recent approved Program Form, and
 - a digital copy containing the Archival Memorandum.

If the Archival Memorandum is not approved by the Department, the form is returned to the Author for revision.

3. The Registrar reviews the Archival Memorandum for verification of course numbers, title, credits, prerequisites, duration, contact hours, cost to student, relationship to other curriculum, and catalog description. When approved, the Registrar signs the Archival Memorandum cover sheet and forwards the form to the Dean. If the Archival Memorandum is not recommended, the Registrar returns the form to the Department for revision.
4. The Dean reviews the Archival Memorandum for purpose, feasibility, budgetary impact, design and evaluation. When approved, the Dean signs the Archival Memorandum cover sheet and sends the form to the VPAA. If not approved, the form is returned to the Department for revision.

5. The VPAA reviews the Archival Memorandum Form from the perspective of institutional scope and sequence. When approved, the VPAA signs the Archival Memorandum cover page and forwards the form to the President. If not approved, the form is returned to the Dean who coordinates necessary revisions with the Department.
6. The President reviews the Archival Memorandum from the perspective of institutional mission and goals. When approved or disapproved, the President returns the Archival Memorandum to the VPAA.
7. The VPAA's office archives the digital copy and the printed original Archival Memorandum and attachment(s). Copies of the approved Memorandum are distributed to the Dean, Associate Deans, Department, Registrar, Learning Resources Center, and any others whom the archival of the program may affect.