CAMPUS SENATE AY98/99
RESOLUTION 28-6
PROGRAM CONSOLIDATION, DELETION AND SUSPENSION

WHEREAS, the Campus is currently governed by an Interim Policy on Program Deletion re-enacted February 10, 1995, and that many of the titles and procedures referred to in the resolution have been modified by the transition to governance system of the University of Illinois, and

WHEREAS, there are currently under consideration proposals to consolidate, delete or suspend programs and that these proposals will impact the overall scope of the University of Illinois at Springfield and its curricular offerings, and

WHEREAS, faculty recommendations regarding consolidation, deletion or suspension will ordinarily control such decisions,

BE IT RESOLVED, that the following policy shall govern program consolidations, deletions or suspensions that are currently being considered and those to be considered in the future.

Section I. Exploratory Review

Recognizing that planning for changes in an academic organization is an on-going process, Deans, the VCAA or other appropriate administrators, or programs, may initiate proposals to consolidate, delete or suspend programs. Program as used in this policy means any academic unit that is established for the purpose of carrying on a program of instruction, research, and public service as provided in the Statutes of the University of Illinois. Also, consolidation, deletion or suspension includes changes in academic organization such as termination, separation, transfer, merger, change in status or the renaming of an academic unit. Unless the proposal to consolidate, delete or suspend a program is initiated by the Chancellor, Vice Chancellor, higher administrator or governing board, the Campus Senate or any Senate Committee need not be involved in such exploratory reviews but may be consulted as deemed appropriate. However if the exploratory review is initiated by the Chancellor, Vice Chancellor of Academic Affairs (VCAA), higher administrator or governing board, the Steering Committee of the Campus Senate, the Chair of the Campus Planning and
Budget Committee, the Chairs of the Budgeting, Physical Planning and Academic Planning Subcommittees, and the members of the Academic Planning Subcommittee shall be consulted with at the earliest convenient time.

Section II. Informal Review

1. At the earliest possible time the program affected by the consideration of consolidation, deletion or suspension shall be notified and afforded the opportunity to participate in the review.

2. When the Dean of a College or other appropriate administrator notifies the Executive Committee of a College or other appropriate governing unit that the consolidation, deletion, or suspension of a program is under consideration, the dean or other administrator shall notify the Steering Committee of the Campus Senate and, if necessary, the VCAA of the proposal and the rationale for the proposal. If such notification is not made, the Program may make the notification described above.

3. The Executive Committee of each college shall take such action as is deemed appropriate in accordance with the bylaws and policies of such college. The Executive Committee shall notify the Campus Senate and its appropriate committees of any action it has taken.

4. The Steering Committee of the Senate shall refer the matter to the Campus Planning and Budget Committee, the Graduate or Undergraduate Council as appropriate and such other Committee that is deemed appropriate for review and recommendation. The Steering Committee shall report to the Campus Senate the actions that it has taken.

5. The Senate Committees shall review the matter based on the criteria found in Section IV of this policy. In addition, the impact that the decision may have upon the overall scope of the University of Illinois at Springfield and its curricular offerings shall be considered. The Committees shall consult with the program or unit affected, the appropriate administrators and college executive committees and may consult with such others as is deemed appropriate. Before consideration of program deletion or suspension other possibilities such as program consolidation must be fully explored.

6. In a timely manner the Committees with the consultation of the Steering Committee shall schedule the proposal for consolidation, deletion or suspension for full Senate action. However, except in extraordinary circumstance no vote in the Senate shall be scheduled until the appropriate college level committee have deliberated and made a recommendation. A two-thirds majority vote of the Senators present shall be required for a recommendation of program consolidation, deletion or suspension. The affected program and appropriate
administrators shall be afforded ample opportunity to discuss the matter prior to the vote.

7. The decision of the Campus Senate shall be forwarded to the appropriate administrative and governance units in accordance with the General Rules and Statutes of the University of Illinois.

8. The use of the Informal Review Process does not preclude any of the persons or committees listed in Section III, Paragraph 1 from initiating the formal review process prior to the commencement of the final voting in the Senate. When the formal review process is initiated the Informal Review Process shall terminate. However, the decision to consolidate, delete or suspend a program may be made exclusively through the Informal Review Process.

Section III. Formal Review

1. Request for Consideration
   The following persons/committees may request that the VCAA initiate the process to determine whether the consolidation, deletion and/or suspension of a program is appropriate:
   a. a majority of the voting members of the academic program's "program committee";
   b. the College Curriculum Committee;
   c. the Undergraduate and/or Graduate Councils (as appropriate);
   d. the Chancellor of the University;
   e. the Dean of the college in which the program is housed;
   f. the Academic Cabinet
   g. further, the VCAA may initiate the process of consideration of program consolidation, deletion or suspension on his/her own initiative.

   This request should be in writing, and should include rationale why consideration of program consolidation, deletion or suspension is warranted. The statement of rationale should to the criteria for program evaluation found at Section IV. Except where the program itself requests such consideration, copies of the request for consideration shall also be sent to the convener/chair/director of the program. After receiving the request for consideration, the VCAA shall meet with the program to discuss the request.

2. Announcement of Consideration
   The VCAA may decline the request to consider program consolidation, deletion or suspension. In such case, statement of this declination with a rationale should be sent to the party requesting consideration of program consolidation, deletion or suspension, with a copy to the program.
   If the VCAA agrees to initiate the process for consideration of program consolidation, deletion or suspension, the VCAA shall inform, in writing, the program
and the party requesting consideration of program consolidation, deletion or suspension.

3. The Process

The following parties shall be involved in the deliberation of a possible program consolidation, deletion or suspension: the program, the College Executive Committee (CEC), the Dean of the College, the Undergraduate or Graduate Council (UG/G), as appropriate, the Campus Planning and Budget Committee, and the Campus Senate. The VCAA shall prepare a reasonable time framework for each of the parties to participate in the following steps; at each step the recommendation and rationale forwarded to the next body shall also be provided, for information, to the VCAA.

a. The VCAA shall request, in writing, that the program prepare its response to the consolidation, deletion or suspension request. The VCAA shall forward this notice together with the established time frame and copies of the request and rationale for program consolidation, deletion or suspension to the CEC, the Dean of the College, the UG/G Council, the Campus Planning and Budget Committee, and the Campus Senate.

b. Within the time frame established, the program shall forward its written response along with supporting documents to the CEC.

c. After due deliberation, within the time frame established, the CEC shall forward its recommendation and rationale, together with the documents received from the program and any additional documents generated or received, to the Dean of the College. A copy of the CEC's recommendation and rationale shall be forwarded to the program. The program shall be given the opportunity to meet with and present its case to the CEC before the CEC's recommendation is made.

d. Within the established time frame, the Dean of the College shall forward his/her written recommendation and rationale, together with all documents received from the CEC and any additional documents generated or received, to the UG/G Council (as appropriate). A copy of the Dean's recommendation and rationale shall be sent to the program.

e. After due deliberation and within the established time frame, the UG/G Council shall forward its recommendation and rationale, together with all the documents received from the Dean of the College and any additional documents generated or received, to the Campus Planning and Budget Committee. A copy of the Council's recommendations and rationale shall be forwarded to the program. The program shall be given the opportunity to meet with and present its case to the Council before the Council's recommendation is made.

f. After due deliberation and within the established time frame, the Campus Planning and Budget Committee shall forward its recommendation and rationale, together with all the documents received from the UG/G Council and any additional documents generated or received, to the Campus Senate. A copy of the Campus Planning and Budget Committee's recommendation and rationale shall be forwarded to the program. The program shall be given
the opportunity to meet with and present its case to the Campus Planning and Budget Committee before the Committee's recommendation is made.

g. After due deliberation and with due consideration of the established time frame, the Campus Senate shall act and forward its written recommendation and rationale, together with all documents received from the Campus Planning and Budget Committee and any additional documents generated or received, to the VCAA. A two-thirds majority vote of the Campus Senate shall be required for a recommendation of program consolidation, deletion or suspension to the VCAA. A copy of the Campus Senate's recommendation and rationale shall be forwarded to the program. The program shall be given an opportunity to present its case to the Senate before its decision.

h. The VCAA shall forward his/her recommendation and rationale for or against consolidation, deletion or suspension to the Chancellor. A copy of the VCAA's recommendation and rationale shall be forwarded to the program, the CEC, the Dean of the College, UG/G Council, the Campus Planning and Budget Committee, and the Campus Senate.

i. Within 10 working days, any of the parties listed in (h) may appeal by filing with the Chancellor a written statement of objections to the VCAA's recommendation. The Chancellor shall make the final decision whether or not to recommend program consolidation, deletion, or suspension to appropriate governance and administration bodies in accordance with the General Rules and Statutes of the University of Illinois and communicate that decision in writing to all parties listed in (h).

4. Data and Resource Needs

   The VCAA's office shall determine what resources are necessary to support the consolidation, deletion or suspension consideration process and shall insure provision of these resources. In addition, the VCAA's office shall provide all necessary data needed for due deliberation of program consolidation, deletion or suspension at various levels.

Section IV. Criteria for Consideration of Program Consolidation, Deletion or Suspension

The criteria governing the decision to consolidate, delete or suspend a program shall be (1) the centrality of the program to the mission of the University of Illinois at Springfield, (2) the demand for the program, and (3) the quality of the program. In determining the centrality of the program decision makers should consider the following factors (a) the missions of the University of Illinois and the University of Illinois at Springfield, (b) location advantages, (c) comparative advantages, and (d) community impact. In determining the demand for the program decision makers should consider the following factors (a) demand by majors, (b) demand for graduates, (c) service to non-majors, and (d) cost/revenue relationships. In determining the quality of the program decision makers should consider the following factors (a) existing and potential quality of the faculty, (b) library holdings, (c) equipment and facilities, and (d) any affirmative action dimensions of the decision.
Section V. Implementation of Program Consolidation, Deletion or Suspension:

Once program consolidation, deletion or suspension has been approved, the University shall minimize negative impacts on students, faculty, staff, and the University curriculum. Specifically:

a. Coursework that will allow currently enrolled students to complete their degree within a reasonable period of time will be offered. This period of time will be negotiated between the program and the administration and shall take into account the reasonable needs of students presently enrolled in said program. Program majors and minors should be notified of these arrangements, as well as opportunities available in other programs.

b. New students will not be admitted to the program.

c. The curricular content shall be reconsidered to determine if any or all of its components should, or could be, incorporated into other academic units.

d. Before notice of termination of employment is given to any faculty or staff member because of a decision to consolidate, delete or suspend a program the University shall make every effort to place the faculty or staff member concerned in another suitable position. If placement in another position would be facilitated by a reasonable period of training, financial support and other support of such training will be proffered.

Section VI.

In the event of a true financial exigency program consolidation, deletion or suspension shall be governed by the General Rules and Statutes of the University of Illinois and policies made in accordance with these Rules and Statutes.

[RESOLUTIONS] A:\AY98-99\RES28-6.3rd
The changes in the second reading of resolution 28-6 are double underlined and in italics. They are as follows:

Line 8 & 9
Line 40 & 41 - ΑThe Executive Committee...it has taken.
Line 59 thru 61 - In addition, ... shall be considered.
Line 63 thru 65 - ΑBefore consideration...fully explored.
Line 129 - Αconsolidation added
Line 167 - Αconsolidation added
Line 224 thru 229
Line 233 - Αand policies...and Statutes.