



## **2. Suspension of a Program**

The suspension of a program occurs when a program is not offered for one or more intake(s) and is intended as a temporary measure.

## **3. Cancellation of a Program**

The cancellation of a program occurs when a program is no longer offered by the college and is removed from the list of program offerings.

### **1. Dean/Director**

1. Ensures appropriate information gathering, consultation, transition planning, and communication has occurred.
2. Submits the recommendation and transition plan for the suspension or cancellation to the Vice President Education.
3. Ensures approval process has been followed as per this policy and the Education Approvals policy.

### **2. Vice President Education**

1. Approves program suspensions.
2. Reviews proposals for program cancellations from the Dean/Director and makes recommendations for program cancellations to Education Council and the Camosun College Board of Governors.

1. A Dean/Director, in consultation with the necessary stakeholders, may recommend the suspension of a program to the Vice President Education. The Vice President Education, in consultation with the necessary stakeholders, may also initiate the process for suspension of a program.

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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 Dean/Director will undertake a consultation process and review of the program. This will include:
  - a. Consultation and information gathering from interest groups including (but not limited to): students (current and prospective); employers; program advisory committees; Education Council; affected faculty and staff and their respective Unions; and the College service departments and administration.
  - b. 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 staff, facilities, technology, and other resources, must be clearly identified.
4. The recommendation for cancellation will be brought forward to the Vice President Education by the Dean/Director. With support of ELT and the Executive, a program would be recommended for cancellation to the Board of Governors.
5. Once a decision to cancel a program has been approved by the Board, the Dean/Director will advise the stakeholders and implement a communication process.

***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 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;

E.11.1 Communication Process for Program Suspension and Cancellation (under development)

G-1.3 Board Decision Making

E-1.6 Educational Approvals