

**Degree Program or Area of Emphasis Teach-out
and
Chair/Area Head/Faculty Retention Planning**

In the rare event that it is determined that the College cannot continue to support/offer a program or area of emphasis, consideration of the following factors will be given:

- Year-over-year enrollments despite efforts to improve them, including curricular revision, review of financial aid awarding, and admissions/recruitment
- Competitive market position
- Knowledge of Otis's high tuition-dependency and therefore lack of ability to compete with larger institutions' award-aiding structures and relative ability (perhaps through larger endowments) to sustain programs with expense ratios exceeding programs' net revenues
- Consideration of fairness to students who in joining very small cohorts lose the greater variety of perspectives and input, peer diversity, and program stability that similarly high-quality programming elsewhere offers
- Current fiscal conditions and related measures undertaken to face and cope with budget needs.

Teach-Out and Retention Planning

- Consultations with the President, the Provost, the Chair of the Board of Trustees, the Chair of the Educational Planning Committee, the Dean of Enrollment Management, and the program Chair will be undertaken to allow thorough review of best options for the College.
- Convening all relevant Chairs, Directors, and the Provost for thoughtful discussion of potential program staff and faculty members' contact hour load absorption among alternative programs.
- Informing the program faculty members of the change, teach-out, and alternative teaching load options, and inform all Chairs and Directors.
- Counting the part-time contracts active in the program, and how planned contact hour load shifts may impact part-time contact hour assignments in this or other programs. Inform the union, accordingly.
- Crafting (Chair and Provost) a Teach-Out Plan for how the College intends to support current students' completion of the affected degree or emphasis area with all due

courses, campus resources, and opportunities, etc. as if the program were not changing. The Teach-Out Plan will provide for the equitable treatment of students by ensuring that quality of educational programming is consistent and reasonably similar in content, structure, and scheduling, and that all obligations to existing students will continue to be met. Accordingly, detailed plans for each individual student's completion of the program will be provided, and these plans will be updated periodically during the time frame between notification of pending closure to the Commission and the final closure date.

- Notifying all affected program or area of emphasis students accordingly (Chair and Provost).
- Informing the curriculum committee chair and AA co-chairs—no “vote” is needed but the process follows very similar assessment guidelines as those used to launch a new program (costs, market demand, employment trends, competition, strategic fit, etc.)
- Communicating (Provost) to all students, faculty, alumni, and the campus community of the change and teach-out plan.
- Adjusting the annual program budget to ensure all proper supports are in place for all continuing students, through the teach-out period.
- Informing WASC and NASAD (where appropriate) of the change (ALO).
- Formally documenting the following:
 - Background information including
 - a) the rationale for program closure, and
 - b) descriptive statistics
 - Plans for affected students, and
 - Plan for affected personnel (faculty and staff).