



## College of The Albemarle Procedure

Procedure Number: 3-6.1P

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Title: Program Quality Assurance

### Related Policy and Procedures:

Division of Responsibility: Division of Learning

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October, 1994; February, 2003;

June, 2012; April 2015

October, 2017

January, 2021

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Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision

It is the policy of College of The Albemarle that the structure of associate degrees, diplomas, and certificates offered by the College conform to the standards established by the North Carolina Community College System and any accrediting agency.

Prior to implementation, all associate degrees, diplomas and certificates of the college require approval by the Board of Trustees of the College.

### Administrative Responsibilities

It is the responsibility of the Vice President of Learning in conjunction with the Academic Deans to review and revise this Procedure.

### PROCEDURES

#### A. New Programs

To ensure the College's educational offerings meet the needs of the community, requests for new programs must be approved by the Academic Affairs Committee, the President's Leadership Team, the Board of Trustees, the State Board of Community Colleges and relevant accreditation agencies.

Curriculum programs must comply with the standards established by the North Carolina Community College System, the Southern Association of Colleges and Schools Commission on Colleges, and, for some programs, additional state and accreditation agencies.



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### B. Curricular Revisions

Recommendations for the revision of a course or program of study may be made by any faculty member. The recommendation should be forwarded to the Division Dean for review, approval and submission to the Vice President of Learning. The Vice President of Learning will forward the recommendation to the Academic Affairs Committee. Upon recommendation of the Academic Affairs Committee, the recommendation will be submitted to the President's Leadership Team for approval. If necessary, the Policy and Planning Committee of the Board of Trustees and then the Board of Trustees will provide final determination.

### C. Program Suspension

As a result of the program review process, it may be determined that a program is no longer viable and improvement strategies have not resulted in increased enrollment, graduation or employment in the given field (or have not met key indicators of program effectiveness). The program may be suspended by the college. Suspension is an internal process that results in a program not enrolling new students; currently enrolled program students are allowed to finish out the program courses within a two-year window. Students will be informed of the teach-out plan, as well as options to transfer to another college program. Faculty and staff in a program may be able to teach in another program or department for which they are appropriately qualified and certified. Faculty members who are not able to transfer may not have their contract renewed. It is possible that suspended programs may be made active with curriculum or instructional changes to meet new or revised industry needs.

### D. Program Termination

Programs which have no students enrolled in them for two years may be terminated. The process begins with the department or program coordinator (or Dean) informing the Vice President of Learning who will then communicate this decision to the President and the President's Leadership Team for consideration and further discussion. If they support the proposal for termination, the Policy and Planning Committee of the Board of Trustees shall be presented with the completed Program Termination Form for their determination. This decision shall then be presented to the full Board of Trustees for determination. The proposal for termination will be presented to Academic Affairs Committee by the Vice President of Learning as an Information Item. The processes outlined by the NC Community College System shall be followed to inform the System President of the termination decision. The college Director of Institutional Research, Planning and Effectiveness shall notify SACS of this decision within a month after the NC Community College System Office has been notified.