

PROGRAM AMENDMENTS, SUSPENSIONS, AND DELETIONS (CTE)

Annual Amendments

Each year community colleges provide an update of their career and technical education programs to CCWD. Colleges submit amendments through the Oregon Community College Program Submission System (also known as WebForms) at <https://webforms.hecc.oregon.gov/> (<https://webforms.hecc.oregon.gov/>). Annual updates are due by the last Friday in April. Program changes indicated include:

- override changes,
- program title changes,
- suspension of programs,
- deletion of programs,
- addition of option to an AAS,
- addition of a certificate of completion to existing AAS degree or larger certificate of completion programs.

Colleges have flexibility to determine the number and type of courses that are changed within a program during an academic year.

Career and Technical Education (CTE) programs are dynamic; however, changes to programs must be maintained within the state established parameters.

- As a general rule, annual changes should constitute no more than 10% of the approved program. If changes exceed 30% of the approved program, a new program application is required.
- If changes move the program into a significantly different CIP code, the program title is altered as described below, and/or the program prepares students for different employment opportunities than the existing approved program, the program is considered to be new, and the college must follow the appropriate approval process for new programs.
- If the program award changes.

Community colleges may change the titles of their AAS degree, AAS option, or certificate of completion programs to more clearly express program content with the use of the program amendment function in WebForms.

Title revisions that imply a significant change in program intent may require justification by the college (e.g., title change from Biotechnology to Bio-Science).

Colleges request program changes by utilizing the program amendment function in WebForms.

Further Information

- Program Amendment Sheet (All awards except: AASO) (<https://www.oregon.gov/highered/institutions-programs/ccwd/Documents/Academic%20Approval/Program%20Approval%20Amendments.pdf>)
- Program Amendment Sheet for AASO (<https://www.oregon.gov/highered/institutions-programs/ccwd/Documents/Academic%20Approval/Program%20Approval%20New%20or%20Amended%20AASO.pdf>)

Suspensions and Deletions

Community colleges may suspend or delete AAS degree, AAS option, and certificate of completion programs due to a variety of factors that include but are not limited to:

- Low student enrollment,

- Lack of financial resources,
- Inability to recruit qualified instructors, and
- Changes in the employment opportunities or workforce needs.

Programs are considered suspended or deleted when:

- It is not offered,
- Not in the college catalog,
- Not included on the college website, or
- New students may not enroll in the program.

All inactivated AAS degree, AAS option, and certificate of completion programs must be reported to CCWD as quickly as possible. Colleges should notify CCWD by correspondence approved by the chief academic officer or president. The correspondence should include the reason(s) for suspending or deleting the program, the effective date, and strategies planned to teach out the program (a requirement for accreditation purposes).

Further Information

- Sample Form and Letter (<https://www.oregon.gov/highered/institutions-programs/ccwd/Documents/Academic%20Approval/Suspension%20Letter%20and%20Form%20Example%206.1.18.pdf>)
- Suspension Form (<https://www.oregon.gov/highered/institutions-programs/ccwd/Pages/community-college-program-approval.aspx>)

Teaching Out Obligations

"Teaching out" the program includes, but may not be limited to:

- Plans for students currently enrolled in the program to complete it in a timely manner,
- Reimbursements,
- Deletion from the college catalog
- Informing and transition faculty
- Notifying employers, workforce development organizations and other community stakeholder

Reinstatement

Programs that are suspended by formal notification may be reinstated within three years of the suspension date. Suspended programs are automatically administratively deleted by CCWD after three years.

To reinstate a program within the three year period, the college must submit a letter of request, signed by the chief academic officer or president, to CCWD. An updated curriculum plan for the program must be submitted with the letter of intent to reinstate the program.

Reapplication

Programs that are not reinstated within the three year period and deleted programs must be submitted as new programs and follow the appropriate program approval process. Information on approval process can be found in the Program Approval (/handbook/program-approval) and Approval Planning Guide (/handbook/approval-guide) sections of this *Handbook*.

Learn more about CTE at: <http://www.oregon.gov/highered/institutions-programs/ccwd/Pages/career-technical-education.aspx> (<http://www.oregon.gov/highered/institutions-programs/ccwd/Pages/career-technical-education.aspx>)

Contract College Procedures

If the parent college suspends a shared program, the program continues to be offered at a contract college until the parent college requests that the program be deleted, or for three years if it is administratively deleted by the state.

Once a shared program is deleted it may no longer be offered at a contract college unless approved as an independent program.

Contract colleges may suspend or delete shared or independent programs with no effect on the programs or the parent college.