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## PROGRAM REDUCTIONS AND ELIMINATIONS

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POLICY NUMBER	BRD 08-4
APPROVAL DATE	JANUARY 15, 2000
LAST AMENDMENT	
REVIEW DATE	JANUARY, 2005
AUTHORITY	BOARD OF GOVERNORS
PRIMARY CONTACT	VICE-PRESIDENT ACADEMIC/DEANS

### POLICY

The Policy of Thompson Rivers University (TRU) is to ensure that resources are used to meet the needs of students and to efficiently and effectively meet the goals and objectives of the institution. The regulations provide guidelines and an orderly process by which the Board of Governors shall decide on the need for reduction or elimination of particular programs.

All decisions will take into account the missions and values of the institution.

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### REGULATIONS

The process for program reduction or elimination will be implemented after departmental and divisional consultations have taken place.

- I. A program may be reduced or eliminated by the Board of Governors who shall consider any of the following:
  1. financial effectiveness;
  2. student demand;
  3. graduate employment/continuing further studies;
  4. alternate program providers; or
  5. any other criteria the Board of Governors considers relevant.
- II. The appropriate Vice-President will consult individually and jointly with the Deans concerning the accuracy and completeness of the data and information identified in Step I.

- III. The Senior Executive will indicate, in writing, to the respective department or school and division when a particular program is being considered for reduction or elimination. The correspondence will include a rationale for the proposed program reduction or elimination and an invitation to the department or school and division to comment. The correspondence will be copied to the chair of the Senate.
- IV. The divisional Dean must respond, in writing, within fifteen (15) working days or such additional time that the President deems reasonable. These responses could include suggestions that would allow the program to continue. The correspondence will be copied to the chair of the Senate.
- V. The Senior Executive will review the submissions from the Dean and, if the decision is made to proceed with program reduction or elimination, a recommendation will be made to the Board of Governors who will take into account the submission from the Dean.
- VI. The Board of Governors, prior to making the final decision on whether there is a need for the program reduction or elimination, will seek the advice of the Senate. The Board must request advice on the matter by giving the Senate at least ten (10) working days, and normally a month, notice, or such other additional times that the Board of Governors deems reasonable, before the Board will deal with the matter.
- VII. If the Board of Governors determines there is a need to reduce or eliminate a program, and the Board of Governors then forms the opinion that there will likely have to be cuts in positions, the Board of Governors will comply with all relevant provisions of the Collective Agreement.

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### **UNIVERSITY COUNCIL GUIDELINES FOR THE APPLICATION OF THIS POLICY**

Before TRU's Board of Governors approves reduction or elimination of any program, it must seek the advice of the Senate. These guidelines set out procedures to assist the Senate in preparing that advice, which may be required in as little as ten days.

- I. When the senior executive notifies a department or school that a program is being considered for reduction or elimination, the Senate will call a special meeting. The meeting's purpose will be to familiarize program faculty, staff, students and/or administrators with the guidelines that the Senate will apply in its deliberations should the Board subsequently notify Senate of intent to proceed.
- II. The objective of Senate in providing its advice to the Board will be to identify for each proposed reduction or elimination (1) educational losses and (2) financial and other resource savings.
- III. Where reductions or eliminations are for financial reasons and where sufficient appropriate information is available, the Senate may provide advice on alternative actions for cost reduction.
- IV. In the case of multiple reductions or eliminations, where sufficient appropriate information is available, the Senate may prioritize the proposed program reductions or eliminations.

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- V. To help identify impacts on TRU and its stakeholders from proposed reductions or eliminations, the Senate will accept written input from any person or group. Senate will accept written requests no later than one (1) week prior to the scheduled meeting to hear presentations from affected parties.
- VI. Once the Board requests its advice, the Senate will schedule at least one meeting to hear presentations from affected parties. Each presenter shall be allotted a maximum of twenty (20) minutes. Presentations may be made by:
1. Stakeholders, including one representative from each of:
    - a. students taking the program,
    - b. faculty delivering the program,
    - c. administration responsible for the program,
    - d. external groups such as alumni, the community, or the First Nations.
      - i. Council shall determine which external presentations it will hear.
      - ii. If Senate permits presentations from more than one external group, it may allocate less than twenty minutes to each.
  2. Education Planning and Program Review (EPPR) Committee. Senate will normally request a presentation from the EPPR Committee to obtain a more complete picture of impacts from the proposed reductions or eliminations.