



ACADEMIC PROGRAM ELIMINATION/DEACTIVATION FORM

(Revised May 2014)

DIRECTIONS: Use this form when proposing to eliminate or deactivate an academic program, degree, major, or primary field of study.

DATE OF REQUEST: 2-16-17

Date of AAC Approval:

March 1, 2017

TYPE OF REQUEST:

- Elimination
 Deactivation

Date of Board Approval:

INSTITUTION: Truckee Meadows Community College

TITLE OF PROGRAM TO BE ELIMINATED/DEACTIVATED: Administrative Professional AAS

EFFECTIVE DATE OF ELIMINATION/DEACTIVATION: Fall 2017

A. Reason for proposed elimination/deactivation of the program

A new Administrative Professional Emphasis under the AAS Business has been developed that better serves the students and employer's needs and that will accommodate the low demand for the named degree and certificate. Presently there are only 4 students who have declared the certificate.

B. Specify plan to phase out the program, including description of how the needs of currently enrolled students will be met

The courses will be offered as part of other certificate and degree offerings, namely the AAS Business. Students will be able to complete.

C. Impact of closure or deactivation on faculty and staff, and related academic programs

There will be no impact. Courses will continue as part of the Administrative Professional Emphasis under the AAS Business.

D. Describe any impact the program elimination/deactivation will have on accreditation and note any discussions as such that have occurred with the accrediting agency

None.

E. Describe the process of notifying other institutions regarding impact of the program closure or deactivation on transfer and articulation

Neither the Administrative Professional AAS or Certificate of Achievement were designed to transfer; hence, no notifications to other institutions are needed.

F. Fiscal Impact Statement – describe the fiscal impact, if any, that will result from the elimination/deactivation of the program

None.

Please attach any supporting documentation (i.e. support letters from community, industry).