



Rubric for Budget-Driven Cuts for Instruction

The following rubric is to be utilized as a resource during budget reductions and represents a commitment to cuts based on the mission, vision, and values of the college.

Tier	General Education/Major Transfer Preparation	Career and Technical (CTE)	College Success	Non credit
Tier One Cuts	Degree/certificate applicable elective courses (duplicate sections) which are substantially in excess of program need (as determined by students with declared majors). These cuts will not disproportionately affect completion.	CTE elective/stand-alone courses that mostly attract community members, not students training for jobs. Stand-alone courses required for professional development of industry certification leading to career entry or advancement. *1	Courses that may provide useful content and practice but are not primarily focused on the pathway skills. These courses are substantially in excess of program need.	Courses that primarily serve “enrichment” function rather than fulfilling an identified community need.
Tier Two Cuts	Multiple sections of courses that are discipline-required electives within transfer majors where other choices are available to students and which are somewhat in excess of program need (as determined by students with declared majors).	Courses that are discipline-required electives within CTE certificates and majors where other choices are available to students and which are somewhat in excess of program need (as determined by students with declared majors).	Courses that may be useful and supplemental to the primary pathway, but not critical (somewhat in excess of program need).	Courses that are not critical to a non credit pathway (ex: summer school offered at high schools).
Tier Three Cuts *2	Sections that are required for the general education pattern, but multiple sections are offered; cuts will eliminate any imbalances.	Sections of courses required for CTE certificates/majors, but multiple sections are offered; cuts will eliminate any imbalances.	Sections of courses in the primary pathway where multiple sections are offered; cuts will eliminate any imbalances.	Courses that are part of the ESL or Basic Skills pathway, but multiple sections are offered; cuts will eliminate any imbalances.
Tier Four Cuts *3	Elective courses identified in only one or two degree or certificate pathways. Priority is given to maintain required courses in a sequence and pre-requisite courses.	CTE elective courses identified in programs with historically low enrollment and/or completion.	Basic Skills courses in pathways where two or more patterns exist; the most successful pattern will be chosen to maintain.	Lower level non credit basic skills and ESL courses that do not lead directly into credit ESL courses.

*1 Note – the college generally avoids development of stand-alone courses.

*2 Note – at this stage (Tier 3), according to BP/AP 4021, the college may begin to look at program viability, initiating deactivation or suspension for some programs.

*3 Note – at this stage (Tier 4), according to BP/AP 4021, the college may begin to consider program discontinuance.

This rubric was developed from information in the Academic Senate for California Community Colleges white paper, “Program Discontinuance: A Faculty Perspective Revisited Appendix D: Napa Valley College – Rubric For Budget Driven Cuts”