1. Formal written proposals to merge or split an academic department or educational program, merge an academic department or educational program, change an academic department or educational program’s name or to relocate an existing course to a different department, division, educational program or campus office will be brought to the Senate. These proposals can be initiated by a department, the Instruction Office or any faculty member operating under an academic program or overseeing an unaffiliated course or courses.
   a. For purposes of this policy, an “educational program”, hereinafter referred to as “program”, is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.
   b. For purposes of this policy an “academic department” hereinafter referred to as “department”, is an organizational structure composed of one or more related disciplines.
   c. An “unaffiliated course” is an academic course that does not fall under the control or categorization of any existing department.
   d. Proposals to change an academic department or educational program’s name or to relocate an existing course to a different department, division, educational program or campus office may be accepted and approved by the Academic Senate without having to satisfy the subsequent provisions of this administrative procedure. Such proposals must include all relevant signatures of approval as deemed necessary by the voting Academic Senate.

2. Upon receipt of the written proposal the Senate will establish an ad hoc committee to review the proposal. The ad hoc committee composition will be the following:
   a. The Senate will appoint at least two faculty members from each department or program impacted (one of whom will be designated as the chair of the ad hoc committee), and two faculty members from outside the department or program. The CIO will appoint a representative from the Instruction Office. If an impacted department or academic program maintains only one faculty member, that department or academic program’s membership on the committee will be reduced from two to one. If no faculty members are directly impacted, the committee will be composed of two faculty members from outside the department or educational program as well as the CIO designee.
   b. The Senate may add additional voting or non-voting members to the committee who are affected by the proposal’s impact on an unaffiliated course or courses.
   c. The committee may add additional, non-voting resource members as it deems necessary.
   d. For proposals involving renaming of departments the Senate will determine if a separate ad hoc committee is necessary.
In the event a proposal is made to the Academic Senate or Office of Instruction without supporting written documentation, the ad hoc committee may be used to assist in drafting a formal written proposal.

3. The written proposal for a departmental change should address the following issues:
   a. How will the proposal help the students of the college?
   b. Is the proposal part of a program review recommendation? If not, what has changed since the last program review that would support the proposal?
   c. What is the opinion of the impacted faculty members?
   d. Does the Instruction Office support the proposal?
   e. Will the proposal provide for a more effective use of time, resources, and faculty?
   f. Is the proposal similar to the departmental structures at other institutions?
   g. Will this proposal increase or alleviate the “Goldilocks Factor” (e.g., “too big…too small…just right!”)?
   h. Would the proposal have any impact on negotiated agreements with either of the two faculty unions?
   i. What impact could this have on any governance proposals?
   j. Are there any possible negative impacts of such a change?
   k. Would there be any resulting changes to curriculum, and if so, what is the intended timeline for implementation and approval by the curriculum committee?
      i. Close consultation with the Curriculum Chair and Counseling Office is recommended.
   l. Are there any additional issues raised by the Senate or the Instruction Office?

4. The committee will forward its recommendation to the Senate and the Instruction Office. If there is mutual agreement with the Senate and the Instruction Office, the proposal will be granted “provisional approval”.

5. The proposal will receive final approval when the following conditions have been met:
   a. The Curriculum Committee has approved of any new course numbering system (if necessary) and approves of the proposed timeline for changes and implementation of affected curriculum;
   b. The Articulation Officer certifies that there are no outstanding articulation issues;
   c. All appropriate college offices have been notified for any changes required in the college catalog, brochures, and other publications;
   d. Any outstanding contractual issues have been resolved; and,
   e. Any other conditions that may be requested by the Instruction Office or the Senate have been resolved.

Upon concluding the above conditions have been met, the CIO will notify the President of the Academic Senate that he or she is granting final administrative approval of the proposal. The President of the Academic Senate will then request final approval from the Senate.

6. Unless a specific implementation date is detailed in the approval process, final implementation will take place at the start of the next academic year.
a. If the proposal results in substantive alterations to curriculum or student expectations, the merger, split or renaming must be approved and completed by the print deadline for the coming academic year college catalogue.

7. This procedure is considered as one of the “other academic and professional matters” describe in Board Policy on Faculty Involvement in Governance (BP #7215). It is an area where the Senate and the District will reach mutual agreement.

Approved by Senate October 13, 2011.