

## AP 4023 ACADEMIC DEPARTMENTS

*Reference: Education Code Section 78015(a)(1), 78016(a); Title 5, Section(s) 51022, 53203(d) (1), 55130;*

### 4023.1 Definitions

a. Academic Department - “academic department”, hereinafter referred to as “department”, is an organizational structure composed of one or more related disciplines.

### 4023.2 Proposals for Academic Department Initiation, Merger, Splitting or Renaming

a. Formal written proposals are required for any and all categories of new departments. Such proposals shall be brought to the Academic Senate. The Chief Instructional Officer or any full-time faculty member may initiate proposals to create new, additional departments.

#### 1. Categories/Types of New Departments

i. Proposed departments that constitute new disciplinary focus in the District and that do not impact any existing department.

A. If the new discipline/departmental proposal includes a proposed new educational program, that proposed educational program must first be approved through BP and AP 4021 before the new department proposal can be advanced.

ii. Proposed departments that merge two existing departments.

iii. Proposed departments that merge at least one existing department and at least one newly constituted discipline not currently found within the structure of the Office of Academic Affairs.

iv. Departments resulting from a proposal to split an existing department into two or more departments.

v. Proposals to rename an existing department without splitting or merging the department.

vi. Proposals to rename an existing department as the result of a proposal to merge or split a department.

vii. Proposals that transfer existing programs between departments.

*(Some proposals may fall within more than one category of “new” departments.)*

b. Upon receipt of the written proposal the Academic Senate will send the proposal to the Program Viability Committee for review. The Program Viability Committee shall assume the responsibility for all AP 4023 proposals and will process them in accordance with the established standards of AP 4023.

c. Program Viability Committee Functions (for AP 4023 proposals):

1. Determining the initial proposal’s evidentiary sufficiency per Section 4023.2(g) of this procedure.

2. Gather all qualitative and quantitative evidence into a narrative written report.
  3. Make recommendations to the Academic Senate as to the proposals validity.
  4. Use as its guiding principles for recommendation, the following:
    - i. The proposed department is based on the need of the District and not other national or regional standards alone.
    - ii. The District planning mechanisms have collaboratively and democratically prioritized this proposal.
    - iii. The District has the funding resources to sustain the proposed department successfully, equitably and in accordance with all relevant collective bargaining agreements.
    - iv. The proposal must contain a feasible implementation plan addressing all impacted areas and collective bargaining agreements.
- d. The written proposal shall address the following issues:
1. How will the proposal help the students of the college?
  2. Is the proposal part of a program review recommendation? If not, what has changed since the last program review that would support the proposal?
  3. What is the proposal's impact on existing students and faculty members?
  4. Does the Office of Academic Affairs support the proposal? Please explain, why or why not?
  5. Will the proposal provide for a more effective use of time, resources, and faculty? If so, please explain how and why?
  6. Is the proposal similar to the departmental structures at other institutions? How and why is it the same or different in nature?
  7. Is the size of the proposed department a relevant factor to consider? If so, why?
  8. Would the proposal have any impact on negotiated agreements with either of the two faculty unions? If so, how?
  9. 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, Counseling Office and Articulation Officer is required.*
  10. CCC, CSU and UC Considerations:
    - i. Is the intended curriculum similar in structure to its equivalent found at the CSU or UC system?
    - ii. Is the proposed department's academic discipline common to the California Community College system and mission?
    - iii. Does the proposed department's academic discipline currently exist at other community colleges? And if so, what region and how frequently within the state system?
  11. Will the creation of the department result in new certificates, licenses, degrees or transfer degrees? What will they be?
  12. Are there any additional issues raised by the Senate or the Instruction Office? If so, please explain.

13. Why is the creation of a department and its associated administrative structure necessary to achieve programmatic success?
14. Can the proposed department be absorbed into an existing department?
15. Will existing full-time faculty be assigned or transferred to the new Department? And, if so, has funding been secured to provide replacement for any vacancies created by this transfer?
16. The proposal must include a feasible implementation plan, to include funding for at least three years.

e. The Program Viability Committee shall submit its written report to the full Academic Senate. The report shall, in essence, create a narrative describing the rationale for the recommended approval or denial of the proposal. Unless approved by a majority of a quorum of voting members of the Academic Senate, the proposal will not be advanced. All proposals must be expressly approved by the President of the College of the Canyons Faculty Association (COCFA) to ensure that implementation of the proposal will not be hindered by, and the District will be able to honor, all existing bargaining contract provisions. If the proposal is approved by the Academic Senate and there is mutual agreement between the Academic Senate and the Chief Instructional Officer, the proposal will be advanced for implementation.

#### 4023.3 Implementation

- a. Unless a specific implementation date is detailed in the approval process, implementation will take place at the start of the next academic year.
- b. If the proposal results in substantive alterations to curriculum or student expectations, the initiation, merger, split or renaming must be approved and completed by the print deadline for the coming academic year college catalogue.
- c. All appropriate college offices shall be notified for any changes required in the college catalog, brochures, and other publications;
- d. Pilot Department Status  
All newly initiated departments shall be deemed pilot departments for a period of three years. An annual status report must be provided to the Academic Senate at the conclusion of the first, second and third year of the department's existence. The original proposing party, or Department Chair of the initiated department, shall present the reports.<sup>1</sup>

1. Staffing – the authorization to hire full time staff to support any new Department may need to be restricted until the conclusion of the three-year pilot process. Any recommendations to restrict full-time staffing shall be determined and implemented through the regular and existing institutionalized District staffing processes.

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<sup>1</sup> The level of detail required in the reports will vary. The content of the reports shall correlate to the nature and context of the original proposal and the department/program content's historical existence on campus.

## 2. Required Reporting Content

- i. Year One Report – the report shall be an informational status update to include evidence of the department’s growth, success and challenges to date.
- ii. Year Two Report – the report shall quantify the original proposal’s projections that were included in the quantitative and qualitative evidentiary requests listed in Section 4023.2(g) of this procedure. The report shall also include a substantiated projection as to the department’s likelihood for sustainable success by the end of its third year.
- iii. Year Three Report – the report shall quantify the original proposal’s projections that were included in the quantitative and qualitative evidentiary requests listed in Section 4023.2(g) of this procedure. The report shall also include a substantiated projection as to the department’s immediate institutional sustainability.

## 3. Final Approval

Upon receipt of the Year Three Report the Academic Senate will make a determination as to whether the pilot department shall be approved as permanent. Approval will be secured by a majority vote of a quorum of the Academic Senate. The CIO must concur with the Academic Senate for the outcome of the vote to be final. If the Academic Senate and CIO disagree on the outcome the parties will continue to meet until consensus is reached.

- i. Discontinuance – all pilot departments failing to receive approval for permanent status after the third and final year will be deemed strictly discontinued requiring an immediate implementation.

4023.4 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.

*Revision Approved by Academic Senate 11/07/2013*

*Revision Approved by Academic Senate 05/19/2016*

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