

Academic Department Proposal Rubric

Section 1 - Basic Information

1. Type of Change Requested (please select all that apply):

<input type="checkbox"/> Create a New Department from Previously Unaffiliated Existing Courses/Programs
<input type="checkbox"/> Create a New Department by Merging Existing Departments
<input type="checkbox"/> Split an Existing Department into One or More Departments

2. Please provide a brief (no more than a paragraph) description of the change requested and how this change will help the students of the college.

Section 2 – Background Information

1. Is the proposal part of a program review recommendation or objective? If not, what has changed since the last program review that would support the proposal?

a) If this departmental structure currently exists at other community colleges, please provide a few examples.

b) If this departmental structure similar to those found at UC or CSU, please provide a few examples.

Section 3 – Stakeholders

5. Are the affected faculty members in support of this proposal? Please explain why or why not.

6. Does the Office of Academic Affairs support this proposal? Please explain why or why not.

7. Are there any additional issues raised by the Academic Senate or the Office of Academic Affairs that should be considered?

Section 4 – Potential Impacts

1. What will be the size of the proposed department(s)? Is this a relevant factor to consider? If so, why?

2. Will the proposal provide for a more effective use of time, resources, and faculty? If so, please explain how and why.

3. What is the proposal's impact on existing students?

4. Would there be any resulting changes to curriculum, and, if so, what is the intended timeline for implementation and approval by the curriculum committee?

[Note: Close consultation with the Curriculum Chair, Counseling Office, and Articulation Officer is recommended].

5. Will the creation of the department result in new certificates, licenses, degrees or transfer degrees? If so, what will they be?

6. Would the proposal have any impact on negotiated agreements with either of the two faculty unions? If so, how?

7. Will exiting 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? [Note: *transfer only can occur if there is a BOT- approved open position (new or replacement)*].

8. Would this proposal require any additional funding or other resources? How will these be provided?

Section 5 – Implementation Plan

Please provide a detailed implementation plan (including dates) and documentation of any needed funding or other resources (at least one year of documented funding needed).

Academic Senate Review Date(s): _____

Academic Senate Action (Vote to Approve or Not Approve) Date: _____

Approval of COCFA President (Signature & Date): _____

Approval of Senate President (Signature & Date): _____

Academic Department Proposal Rubric Attached? Yes or No

[Note: If the proposal is approved by the Academic Senate and there is mutual agreement between the Academic Senate and the Chief Instruction Officer, the proposal will be advanced for implementation. All newly initiated departments are deemed pilot departments for a period of three years with required yearly reporting.]

Academic Department Proposal Rubric: Create New Department

Program Viability Committee
Date:
Members Present:
Members Absent:
Proposal Submitted by:
New Department Name:
Names of Faculty in Department:
School Department will be housed in:
Department Chair:

The PV committee recommends the formation of this new department which will be housed the School of Business. However, the committee recommends that due to the nature of the program that the Dean who would be involved in the Curriculum review and Program Review process should be the Dean of Career Technical Education in Academic Affairs.