

CALIFORNIA STATE UNIVERSITY EAST BAY

Designation Code: **2005-06 CAPR 8 revised**

Date Submitted: April 6, 2006

TO: The Academic Senate

FROM: Committee on Academic Planning and Review (CAPR)

SUBJECT: Formation, Dissolution, Merger, or Name change of Academic Units

PURPOSE: For Action by the Academic Senate

**ACTION**

**REQUESTED:** That the Academic Senate approve the attached Policy regarding the Formation, Dissolution, Merger, or Name change of Academic Units

**BACKGROUND**

**INFORMATION:** On November 3, 2005, the Committee on Academic Planning and Review (CAPR) was charged to consider the issue of the use of “schools” as an organizational unit. It is CAPR’s view that a Policy on Formation, Dissolution, Merger, or Name change of academic units is needed, and that the use of the term “schools” could be included in this policy. The Academic Senate Office obtained the policies from the other CSUs on this topic, and several were used as a basis for the proposed policy. CAPR deliberated this issue at its meeting on February 16, 2006 and unanimously approved the attached policy.

This document was returned to CAPR by the Executive Committee regarding specific statements related to using the unit name of “school.” It was discussed again at CAPR’s meeting on April 6, 2006. It was agreed by the Committee members that the details regarding relationships with administrators and within the colleges was in the purview of the Faculty Affairs Committee (FAC) and CAPR agreed to remove that wording from the document. CAPR agreed that the word “explain” would be advisable in several places on the Request for Change of Status Form and has included it in this revised document.

## FORMATION, DISSOLUTION, NAME CHANGE OR MERGER OF ACADEMIC UNITS

### THE FORMATION OF ACADEMIC UNITS

Criteria for the designation of a unit as a school, college or department should be specified and could include such issues as:

- professional accreditation or licensing/certification requirements for graduates
- established practice for the naming of the discipline in higher education
- enhanced potential for procuring grants or contracts
- improvements in services to students, faculty, staff and community.

Proposals for formation of academic units (departments/schools/colleges) shall be submitted on the attached form, along with any additional substantiation deemed appropriate, and will follow the same consultation procedure as curricular items, be submitted to the Provost and Vice President for Academic Affairs and then to the faculty governance committees (CAPR/CIC), be approved by the Senate and then forwarded to the President for final approval.

### DISSOLUTION, OR MERGER OF ACADEMIC UNITS

Dissolutions of academic units and proposals to merge one unit with another existing academic unit shall be submitted on the attached form, along with any additional substantiation deemed appropriate, and follow the same consultation and approval procedure as in the formation of a new academic unit.

### NAME CHANGE POLICY FOR ACADEMIC UNITS

Proposals for name changes for academic units shall be submitted on the attached form, along with any additional substantiation deemed appropriate, and will follow the same consultation and approval procedure as in the formation of a new Academic Unit.

### APPROVAL OF A REQUEST FOR ADDITION, CHANGE OF STATUS, DISSOLUTION, OR MERGER OF AN ACADEMIC UNIT

- I. A request to change the name of an existing academic unit, e.g. college, department, school, university academic program, shall include justification, explaining the reason for the request and addressing as a minimum, the following questions:
  - A. Mission of the academic unit:
    - How does the proposed name more clearly fit the mission of the academic unit?
    - Does the change reflect a change in the unit's mission? Explain.
  - B. Curricular implications:
    - Does the new name reflect past changes in curriculum? Explain.
    - Does it reflect plans for future curriculum changes? Explain.
    - Do any planned changes impinge on other academic units? Explain.
    - Which other units have been consulted?
    - What are the plans for avoiding unnecessary duplication?
  - C. Effect on the University:
    - How will the new name assist students in finding the program they need?
    - How does the new name make clear the differences between the academic unit and others in the University?

D. Comparisons:

- What names are used for comparable academic units in other Universities in the CSU System and nationwide?

- II. The request for the change shall be reviewed by the College/Academic Unit Curriculum Committee/Council, and the College Dean, all of whom shall forward their separate recommendations to the Provost and Vice President for Academic Affairs and/or shall provide an approving signature on the Request Form.
- III. The Provost and Vice President for Academic Affairs shall refer approved requests and recommendations to the Committee on Academic Planning and Review (CAPR) and the Committee on Instruction and Curriculum (CIC), via the Academic Senate Office.
- IV. The committees, CAPR & CIC, shall each report its recommendations to the Academic Senate.
- V. The Academic Senate shall transmit its recommendation to the President for final approval.

*NOTE: CAPR decides on all issues regarding the academic units and the Academic Plan. CIC approval is needed only in cases involving curricular changes.*

REQUEST FOR CHANGE OF STATUS OF AN ACADEMIC UNIT

Current Unit Name: \_\_\_\_\_

Type of Change requested:  Formation;  Dissolution;  Name Change;  Merger

New Unit Name: \_\_\_\_\_

Proposed effective date of the change (catalog date): \_\_\_\_\_

Criteria or reason for this action:

A. Mission of the academic unit:

- How does the proposed name/unit more clearly fit the mission of the academic unit?
  
- Does the change reflect a change in the unit's mission? Explain

B. Curricular implications:

- Does the new name/unit reflect past changes in curriculum? Explain
  
- Does it reflect plans for future curriculum changes? Explain (attach if needed)
  
- Do any planned changes impinge on other academic units? Explain
  
- Which other units have been consulted?  
\_\_\_\_\_ signature/date  
\_\_\_\_\_ signature/date
  
- What are the plans for avoiding unnecessary duplication?

C. Effect on the University:

- How will the new name/unit assist students in finding the program they need?
  
- How does the new name/unit make clear the differences between the academic unit and others in the University?
  
- What are the resource/cost implications of the change?

D. Comparisons:

- What names are used for comparable academic units in other Universities in the CSU System and nationwide?

Approval of the Department Chair/Director (s) \_\_\_\_\_ date \_\_\_\_\_  
\_\_\_\_\_ date \_\_\_\_\_

Approval of the College Curriculum Committee/Council \_\_\_\_\_ date \_\_\_\_\_

Approval of the Dean \_\_\_\_\_ date \_\_\_\_\_

Approval of the Provost/VPAA \_\_\_\_\_ date \_\_\_\_\_