RESOLUTION ON THE ACADEMIC SENATE POLICY AND PROCEDURES FOR REORGANIZATION OF ACADEMIC PROGRAMS AND ACADEMIC UNITS AND SUSPENSION OF PROGRAMS

RESOLVED: That the Academic Senate endorse the attached proposal for the Academic Senate Policy and Procedures for Reorganization of Academic Programs and Academic Units and Suspension of Programs.

Proposed by: Academic Senate Spring 2010 Mergers, Suspension, and Reorganization Task Force

Date: May 4 2010

Revised: May 25 2010
Academic Senate Policy and Procedures for 
Reorganization of Academic Programs and 
Academic Units and Suspension of Programs¹
(May 25 2010)

Policy Overview

Program or Unit Reorganization:
Reorganization of academic programs and academic units may result from regular, 
formal Program Review, accreditation recommendations, resource and enrollment issues, 
or curricular considerations.

Reorganization of academic programs and units may include but is not limited to 
mergers, consolidations, divisions, separations or movements of either academic 
programs or units that affect how those programs or units are administered.

Program Suspension:
Suspension of an academic program may result from regular, formal Program Review, 
accreditation recommendations, resource and enrollment issues, or a demonstrated need 
for faculty to review the curricular or administrative structure of the program.

Program suspension is not acceptable when the aim is program discontinuance. An 
academic program may not be suspended for a period of more than two full academic 
years. After this period the program is automatically reinstated unless a new proposal is 
submitted to either (a) continue the suspension for an additional two-year term or (b) 
discontinue the program.

Procedures

1. Initiation of Academic Program or Unit Reorganization or Program Suspension Proposals:

A proposal for the reorganization of academic programs or units, or suspension of an 
academic program, must be presented to the Provost and Vice Provost and the Academic 
Senate Chair by one or more of the following:

- A simple majority of the tenured and tenure track faculty of the affected 
  program(s) or unit(s)
- The dean(s) of the college(s) involved in the academic programs or units to be 
  reorganized, or programs to be suspended
- The President

¹ Definitions:
A. Academic program: “An academic program is a structured grouping of coursework leading to a 
baccalaureate or graduate degree or to a teaching credential” (AS-700-10).
B. Academic unit: A department, school, college, or other administrative home for an academic program.
The Provost may also initiate academic program or unit reorganization or program suspension. All proposals will be forwarded by the Provost to the Academic Senate Executive Committee for review.

2. A proposal for the reorganization of an academic program or unit should be preceded by a full and open discussion with faculty members and staff in affected academic programs or units about the proposed changes. All proposals must include:

   A. A summary of the consultative procedures followed
   B. A summary of the three main reasons for the proposed changes

A proposal for the reorganization of an academic program or unit that is regarded to be non-contentious by the affected faculty, the Chair(s)/Head(s)/Director(s), and the appropriate administrators, only requires 2A and 2B, above. Non-contentious proposals will be reviewed by the Academic Senate Executive Committee on the earliest convenient date.

The Academic Senate Executive Committee will prepare a report either indicating agreement that the proposal is non-contentious or requiring a more detailed report. Proposals classified as non-contentious by the Academic Senate Executive Committee will be placed on the Academic Senate consent agenda along with the Academic Senate Executive Committee report. The Academic Senate will be notified of the consent agenda items. Consent agenda items resulting from this process will be subject to appeal by any senator. Pulled proposals will be placed on the next Academic Senate agenda as a business item in the first and second reading cycle.

A proposal for the reorganization of an academic program or unit that is regarded as contentious by affected faculty, Chair(s)/Head(s)/Director(s), appropriate administrators or the Academic Senate requires a detailed report that will include the following, in addition to 2A and 2B:

   C. A detailed account of the proposed administrative and curricular changes
   D. Compelling evidence to support the financial or academic benefits of any proposed reorganization or program suspension, relative to leaving the existing program or unit in place or unchanged.
   E. An explanation of the probable effects of the proposed changes relative to university-wide learning objectives, accreditation, and the university strategic plan
   F. A summary of the most recent program review and accreditation review, if applicable
   G. The number of students, the number of faculty at each rank, and the number of staff at each rank involved in the affected academic programs or units, and the most probable way(s) the proposed changes will affect them, including an account of how faculty and staff duties will change as a result of the proposed changes
   H. Student enrollment and application patterns for the academic program(s) or units during the previous five years, if applicable
I. The means by which the affected students, faculty, and staff will be informed of the proposed changes

J. An explanation as to how students currently enrolled in the programs or units will be accommodated until they complete the program

K. If the proposal is submitted during the summer, a compelling explanation as to why it is being submitted during summer and not during the academic year

L. Acknowledgement of the proposal from the relevant dean(s) and relevant Chair(s)/Head(s)/Director(s)

3. Any proposal that is calling for program suspension will include all of 2A-L, and:

M. An explanation as to why program suspension, not program discontinuance, is being proposed

N. The date when the proposed program suspension would take effect, and the date when it is anticipated that the program will be reinstated

O. A plan for reinstating the program when the suspension period ends

P. A complete list of courses that will not be taught if the affected program is suspended

Q. The changes that would be necessary in order to reinstate the program

4. Proposal Review:

Upon receipt of contentious proposal(s) to reorganize academic programs or units, or to suspend academic programs, the Academic Senate Chair will form an ad hoc committee comprised of one faculty member from each college (none of whom are members of affected programs or units), one student (who may be from one of the affected programs or units), and when possible, two faculty members from affected programs or units.

The charge of the ad hoc committee will be to review the proposed changes and provide a report with recommendations to the Academic Senate.

Proposal review periods are not to exceed twelve (12) weeks.

5. Twelve Week Review Timeline:

   Week One: Ad hoc committee formed
   Weeks Two-Five: Ad hoc committee begins reviewing proposal, consulting with dean(s), chair(s)/head(s)/director(s), members of the affected programs or units, students in proposed affected programs or units
   Week Six: Academic Senate hosts one public meeting, ad hoc committee in attendance, to discuss proposed changes
   Week Seven: Ad hoc committee prepares and presents written report with recommendations to Academic Senate Chair
   Week Eight: Academic Senate Executive Committee considers ad hoc committee report, recommendations, and if appropriate,\(^2\) agendizes report for full Academic Senate consideration

\(^2\) During summer, the Academic Senate Executive Committee deliberates and legislates with the full weight of the Academic Senate (see Bylaws of the Academic Senate, VI.A.).
Week Nine: Academic Senate considers *ad hoc* committee report as a business item, first reading

Week Eleven: Academic Senate considers *ad hoc* committee report as a business item, second reading

Week Twelve: Academic Senate Chair submits *ad hoc* committee report and Academic Senate decision to Provost/Vice Provost
State of California
Memorandum

To: Rachel Fernflores, Chair
    Academic Senate

From: Warren J. Baker
    President

Date: June 18, 2010

Copies: R. Koob, E. Smith

Subject: Response to Academic Senate Resolution AS-715-10
    Resolution on the Academic Policy and Procedures for Reorganization of Academic
    Programs and Academic Units and Suspension of Programs

This memo acknowledges receipt of the above-entitled Academic Senate resolution.