

Academic Department Proposal Template

The purpose of this template is to assist faculty and others in preparing the proposals required by [AP 4023 \(Academic Departments\)](#) for Initiation, Merging, Splitting or Renaming of Academic Departments. This template is not meant to limit the information that can be provided in the proposal but to provide a format that helps to make sure the required information is included.

The completed proposal should be forwarded to the Chief Instructional Officer and the Academic Senate.

Proposals to rename an existing department without splitting or merging should use the [Renaming Proposal Form for Academic Departments](#).

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?
2. Why is this proposal necessary to achieve programmatic success? For example, for initiating a new department, could the proposed department be absorbed into an existing department instead?
3. Is the proposed department's academic discipline common to the California Community College system and mission?
4. Is the proposal similar to the departmental structures at other institutions? How and why is it the same or different in nature?
 - 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 First Review Date: _____

Academic Senate Second Review Date: _____

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

Approval of COCFA President (Signature & Date): _____

[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.]