

## Appendix G

### Administrative Oversight Change

Administrative oversight of academic programs is determined upon their establishment. Changing a program's designated administrative home unit is occasionally necessary to increase operational efficiency, align support closer to students and faculty, or enhance interdisciplinary opportunities. The campus has a critical interest in such changes due to their potential impact on academic planning, workload reporting, student advising, and program review. Administrative oversight change by definition excludes any change to the curriculum. The overseeing dean is responsible for notifying the campus of the proposed change; the notification process varies contingent on the program's complexity. Where program curriculum crosses divisional or school boundaries, the overseeing dean will consult with the other relevant dean(s). The Committee on Planning and Budget will be included in consultation when budgetary implications are identified.

#### **Major Degree Programs (without Charter agreements)**

1. The relevant dean(s) notifies the Vice Provost Academic Affairs (VPAA) describing the move's justification, department endorsements, program faculty endorsement, and resource impacts.
2. The VPAA notifies the Committee on Educational Policy for undergraduate majors or Graduate Council for graduate majors and asks for their comment.
3. The VPAA announces the change, identifies the impact on program review, and notifies relevant campus units including the Campus Provost and Executive Vice Chancellor, Registrar, and Planning and Budget.

#### **Major Degree Programs (with Charter agreements)**

1. The relevant dean(s) notifies the Vice Provost Academic Affairs (VPAA) describing the move's justification including evidence of consultation with affected faculty and departments, and encloses the amended charter.
2. The VPAA notifies the Committee on Educational Policy for undergraduate majors or Graduate Council for graduate majors and asks for their comment.
3. The VPAA announces the change, identifies the impact on program review, and notifies relevant campus units including the Campus Provost and Executive Vice Chancellor, Registrar, and Planning and Budget.

#### **Undergraduate and Graduate Concentrations, Minors, and Programs Built on Pre-Existing Majors Such As: Honors Majors, Intensive Majors, Combined Majors, Bachelor/Graduate Programs, And Parenthetical Degree Notations.**

1. The relevant dean(s) notifies the Committee on Educational Policy for undergraduate programs or Graduate Council for graduate programs, typically during the catalog copy approval process. The dean's notice addresses the move's justification and program faculty endorsement.
2. The dean ensures that the change is announced through student advising publications such as the Catalog and program web posting.