CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-002-178

Review of Policy on Formation, Dissolution, Merger or Movement of an Academic Department

Academic Affairs Committee		Date:	02 April 2018
Executive Committee Received and Forwarded		Date:	04 April 2018
Academic Senate		Date:	11 April 2018 First Reading

Background

Referral AP-001-178 was submitted requesting that the existing Department of Psychology and Sociology be split into a Department of Psychology and a Department of Sociology. Attempts to find any relevant policies in the University Manual were inconclusive. Senate Report AS-2216-067 Clarification of the Formation, Dissolution, Merger, or Movement of an Academic Department, which was approved with modifications by President Ortiz on 12/13/2011, focuses primarily on dissolution of a department. This referral requests that the current policies concerning formation, dissolution, merger or movement of an academic department be located and reviewed to ensure that they are clear, appropriate, and in compliance with all current executive orders.

Recommended Resources: Dr. Sylvia Alva, Provost & Vice President for Academic Affairs
Dr. Sepehr Eskandari, Interim Associate V.P. Academic Planning, Faculty Affairs
Deans
Associate Deans
Department Chairs

Attachment 1:
https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/358642774/aa009056pres.pdf

Discussion:
The committee discussed the matter and wrote the following policy. The policy is based on existing policies and practices for Creation of, or Dissolution of Departments. A copy of this policy was sent to Chairs, Deans, and Associate Deans. No comments or requests for alterations were received.

Recommendation:

The Academic Affairs Committee recommends the adoption of the following policy:

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California State Polytechnic University, Pomona
Academic Programs Committee
Policy on Academic Program Separation
Final Draft, April 2018

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I. Introduction:

The academic senate set clear policies on the formation, merger, dissolution, and movement of academic programs and departments. However, a clear process for separating a joined department into two or more separate departments, does not exist. The CSU Academic Senate emphasized in its resolution the faculty's role in formulating such policies and procedures and urged that "any such policies embody the principles of joint decision-making and shared governance in the procedures they describe," in the case aforementioned cases. Therefore, the Academic Affairs committee of the Academic senate felt confident in developing similar procedures for this situation.

The Academic Affairs Committee at Cal Poly Pomona reviewed policies on similar measures, such as discontinuance of academic programs adopted by CSU campuses. Existing policies, including the procedures followed at Cal Poly Pomona, share a basic concern for an orderly process based on collegiality and consultation. Hence, this policy uses existing precedence.

Scope:

This policy provides principles, decision variables, and a set of processes and procedures to be used in considering the separation of an academic department into two or more departments.

Principles:

A. In all cases primary consideration shall be given to how best to serve the mission of the University.

B. Discussion surrounding the separation of an academic department shall be guided by the following:

1. A proposal to separate an academic department will ordinarily be the result of a regular Program Review, accreditation review, or an *ad hoc* consultative review of the program.

2. Any change of this kind must be considered within the framework of principles and processes as set forth by this document.

3. The process shall provide the opportunity for participation of the academic community, including faculty, students, staff, and administration. It shall require careful examination of all pertinent factors, including but not limited to human, curricular, and budgetary considerations, alternative organizational structures, service to the community, external agency regulations, and the campus culture. The examination shall identify changes ancillary to the proposed change.

4. The consideration of alternative proposals shall include an analysis of the potential benefits and the potential costs of each alternative including hidden costs.

5. The perspectives and preferences of program faculty about where they might be located in any proposed academic structure shall be an important consideration in any proposal for department separation.

6. A proposal to separate an academic department shall be reviewed by the Academic Senate. The determination to separate a department into two or more departments will be based upon a review of the following:

A. Impact on the ability of departments to achieve the University's mission as articulated in the University mission statement, vision and core values;

B. Impact to quality of departments/majors

C. Impact to efficiency of each department

V. Decision Variables:

In considering a decision to separate a department into two or more departments, no one variable shall necessarily be deemed more crucial than any other. The recommendation to separate a department into two or more departments shall not be based solely on quantitative measures, but on a holistic assessment of the departments in terms of all of the decision variables, within a process that is broadly consultative and collegial.

A. Importance to the Institution

1. To what extent the departments will be central to Cal Poly Pomona's mission as described in the mission statement, vision, and core values.

2. To what extent the departments' courses are central to the curriculum of a department, a college, or the University.

3. To what extent the departments provide a special service to the local community or to the State of California.

4. To what extent the departments demonstrate potential for external funding and support.

B. Quality of the Program

1. To what extent the quality of the departments impacted by separation. Potential impact to department quality may be assessed by program review, external review, accreditation review, or an ad hoc review. The variables for evaluating department quality may include:

   a. Ability of the faculty to offer and maintain a current and rigorous curriculum.
   b. An effective assessment program that measures the extent to which students are achieving the desired learning outcomes and in which assessment data are used for program improvement.
   c. Availability of resources adequate to maintain sufficient breadth, depth and coherence of program(s) within departments;
   d. Evidence of support for student success which may include:
      i. Departmental advising program;
      ii. Student commitment, motivation, and satisfaction;
      iii. Co-curricular learning experiences that are relevant to the program goals such as internships, research experiences, study abroad;
      iv. Other accomplishments by current and former students that reflect on program quality.
   e. Demonstrated ability to attract and retain well-qualified faculty;
   f. The quality of the program's faculty as demonstrated by teaching and participation in appropriate scholarly, creative and/or professional activity.

2. To what extent the program's excellence and standing in its discipline enhances the reputation of the university.

C. Efficiency and Demand for the Program

1. To what extent would the departments be cost-effective relative to disciplinary norms and compared to similar departments at comparable institutions. The measurements presented may include student-faculty ratio; total cost per FTEF; and total cost per FTES. Other discipline-specific variables may also be used.

2. To what extent the present and projected demand for the program is sufficient. Demand for the program may be measured by one or more of the following:

     a. The number of applications for admission received that meet minimum CSU eligibility requirements;

     b. The number of students admitted;

     c. The FTES generated in lower division, upper division, and/or graduate level courses that fulfill degree requirements of the program;

     d. The number of students who completed the program;

     e. The anticipated need of the California workforce for graduates of the program.

VI. Process

This process involves the department, the college, the Academic Senate, the Provost and the President. While every effort should be made to complete this process within one calendar year from the initial recommendation, as outlined by the Curriculum Schedule, failure to do so will not impact the ultimate outcome.

A. Recommendation to separate a department into two or more departments may be initiated by the department faculty, or by the college dean or Provost.

1. When the recommendation is made by the Provost or the college dean responsible for the department, the Provost shall forward a recommendation to the Office of Academic Programs, which will prepare a referral to the Academic Senate. The Office of Academic Programs shall be responsible for distributing consultation forms to the department and college dean, the associate deans of the other colleges, and to other interested parties. If the department chooses to contest the recommendation, it shall be given a period of one academic quarter, excluding summer, following receipt of the consultation form from the Office of Academic Programs to submit a response.

2. When the program or department faculty recommend discontinuance of their program, the recommendation shall be submitted via the department to the College Curriculum Committee and to the dean for endorsement. The associate dean shall be responsible for consultation. The dean shall forward the proposal with a recommendation, to the Provost who shall forward the proposal, again with a recommendation, to the Office of Academic Programs. The Office of Academic Programs shall prepare a referral to the Academic Senate for consideration.

3. Each recommendation must be accompanied by documentation that indicates specific reasons for separation based on the decision variables above.

4. Each recommendation must include information regarding the potential effect on the future employment status of faculty and staff in the department(s).

5. The Academic Programs Committee, as delegated by the Academic Senate, shall review the relevant documents and consult, as appropriate, with relevant individuals or bodies on campus before making its recommendation to the Academic Senate. The Academic Senate shall review the proposal and indicate approval or denial of the recommendation.

6. The President shall review the proposal and indicate approval or denial of the recommendation.

7. If the recommendation is approved, the Office of Academic Programs shall forward it to the Chancellor.

B. If a department is to be separated into two or more departments, the department proposing to split shall develop a plan to split the department within one academic year, excluding summer, after the Chancellor has commented on the separation. It shall include roadmaps that allow students to continue on a reasonable path to a degree.

   1. The plan shall include the following dates:
      a. The date after which the departments will function as separate departments;

   2. It will be the responsibility of academic department(s) to advise students currently enrolled in the department, as well as students who have recently applied for admission to the program.

   3. The Office of Academic Programs shall be responsible for coordinating the separation with the Admissions Office, the Registrar's Office, and Institutional Research & Academic Resources, and other interested parties on campus.