

**University Curriculum Council  
Program Relocation Process**

WHEREAS in accordance with Faculty Handbook section VII.B, the University Curriculum Council (UCC) is to make recommendations in curricular matters that include the” ...addition, relocation, and deletion of academic programs and degrees;” and

WHEREAS extant UCC processes deal with **program additions** and changes, and the process for **program deletion** is described in Section II.D.4.c of the Faculty Handbook\*; and

WHEREAS UCC and the Programs Committee currently have no process for **program relocation**,

THEREFORE, the Programs Committee recommends the following process to address this gap in our current policy in a manner consistent with existing UCC processes for addition or deletion of programs as described in the Faculty Handbook, Section II.D.4.c:

In the case of program relocation a two-part process is proposed, with part 1 applying to the relocation itself and part 2 applying if any program changes are made as a result of the relocation.

**Part I** will follow the existing UCC format for program deletion, but will modify that format to account for the fact that multiple units are involved.

Part I: Program Relocation Process

A memo-based process for relocation review is recommended:

- College-level memo to the UCC signed by the deans of the affected units, describing
  - a. the relocation(s),
  - b. the reason(s) and intended effect(s) of the relocation, including educational effects,
  - c. impact on current students (majors and minors), including the transition process,
  - d. impact on current faculty, including pre-tenure faculty,
  - e. the process followed to ensure broad input from affected programs and faculty.Colleges may choose to address multiple related relocations involving multiple colleges in a single memo, as long as reasons, effects, and impacts are included for all relocations.
- Program-level memo(s) from all affected programs to the UCC signed by department/school chairs, presenting the program’s position (positive, negative or neutral) on the relocation and their perspective on the process that was followed in making the relocation decision.
- For affected graduate programs, Graduate Council review will be sought as is customary.

The Programs Committee will review the relocation documents (college-level and program-level together), and after ensuring sufficient detail is included for evaluation will forward the documents to the UCC with a recommendation. The UCC will follow its standard practice of two readings for proposed relocations. An UCC vote to ‘support’ the relocation indicates that based on all of the information in the relocation documents, UCC (1) believes that broad input from affected programs and their associated faculty was considered in the relocation decision, and (2)

believes that the relocation decision is in the best interests of the university with regard to its overall educational mission.

Part II: Program Relocation Process (for relocations that involve some program change)

Any program change proposal that results from a relocation will follow the standard UCC program change process. These include, but are not limited to:


- actual changes to program requirements
- program name changes
- program code changes
- course prefix changes

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\*Text of Faculty Handbook Section II.D.4.c related to program elimination:

“A proposal for elimination of a program or department will be considered at the college level before being submitted to the University Curriculum Council. The college curriculum committee will consider the proposal and submit its recommendation to the dean. The dean will also consider the matter and provide a recommendation. The dean will forward the proposal to the University Curriculum Council if either his/her recommendation or that of the college curriculum committee is for elimination of the program or department. The department or program can submit evidence to each of the committees considering the proposal.

In the case of the proposed elimination of a graduate program, the Programs Committee will obtain the recommendation of the Graduate Council.”

  
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Gregory Kremer, UCC Program Chair

2/17/10

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Date

  
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David Thomas, UCC Chair

3/1/10

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Date