Academic Senate Policy Regarding Proposed Changes to the Name of a Department

As the Catalog is the official record of policies, degrees, courses, and rules and regulations of a campus, and all department chairs approve galleys of the catalog prior to its publication, the official name of a department is listed in the most current edition College Catalog until the department requests a change to its name that is then approved by the Academic Senate.

Such a change proposal would have to be approved by a majority of the full-time members of the department, and could not create a conflict with any other department’s name (i.e. adopting a name already in use by another department and/or adopting a name that is the same as a discipline that is housed within a different department).

The department requesting a change to their department name should provide some rationale for the request which may include one or more of the following scenarios:

- A change in one or more of the disciplines housed within the department (i.e. additions or subtractions of disciplines in a department modification)
- A change to the state-approved title of a discipline/one of the disciplines housed within the department (i.e. Speech to Communication Studies or PE to Kinesiology within a department that the discipline in question is part of/is the sole discipline housed within the department)
- A change in technology/professional or industrial standards regarding a discipline/disciplines housed within a department (i.e. “barbering” to “cosmology”)
- The creation of a new program(s) housed within a department (i.e. the Logistics program within CAOT).

Once a majority of full-time faculty within a department has agreed to such a change proposal, such a proposal should be submitted to the Academic Senate via the Curriculum Committee or the Program Review and Viability Committee using the Department Name Change Request form below for final approval as this is an academic and professional matter over which the Senate has purview. Once approved, the name change will not take effect until the first Fall Semester following the publication of a new College Catalog or Catalog Update. The Academic Senate shall direct the Curriculum Chair to directly notify the Catalog Committee of any changes approved under this policy.
ELAC Department Name Change Request Form

Date of Request:__________________

Semester in which name change will first take effect:__________________

Current Name of Department:__________________________________________

Proposed New Name of Department:____________________________________

Please provide a brief rationale for the requested change to your department’s name:__________________

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Number of Full-time Faculty in the department:__________________

Full-time Faculty (please sign and indicate agreement or disagreement with proposal – use back of sheet if necessary)

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Approvals:

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Department Chair __________________________ Date __________________________

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Academic Senate President (following approval of proposal by Senate vote) __________________________ Date __________________________

1 Approved requests for changing a department name are effective for the upcoming academic year when approved by the Academic Senate no later than the final Senate meeting in March. (Academic Senate 9/27/2016)