

If faculty wish to undertake a program redesign, they should first consult their Dean. When all parties agree to the nature and extent of the program redesign, faculty should contact the chair(s) of the Curriculum Committee who will arrange a meeting to further discuss and plan the redesign process. Faculty are strongly encouraged to create a “before and after” chart to bring to this meeting which lists the required and electives courses, the unit value of each course, and total units required –for both the existing and the revised program. This meeting is necessary in order to ensure that the program redesign will be done in a coherent and timely manner, and that the revised program will be meet all the relevant statutory, regulatory, and accreditation standards.

## Banking Programs

Banking a program (i.e. degree or certificate) is temporarily deactivating it, removing it from the catalog until further action is taken.

### **To bank a program:**

1. Faculty/Deans must first contact the Curriculum Specialist in the VPI Office so that he/she may provide you with a *Proposal Impact Report*. This report will specify programs (i.e. degrees and certificates) that will need to be modified as a result of banking a program or programs.
2. Submit a memo (in Word format) to the Curriculum Specialist in the VPI Office addressed to the Curriculum Committee. The memo comes jointly from the division Dean and the program faculty and includes the following:
  - name of Division and department
  - title of certificate or degree being banked
  - reason(s) for banking the program(s)
  - the catalog year in which the banking becomes effective, which is typically the following academic year (e.g. 2018-19 catalog)

## Deleting Programs

Deleting a program (i.e. certificate or degree) will remove it from the catalog and from the State Chancellor’s Office Curriculum Inventory. If the program is later re-created, it must be re-submitted to the State Chancellor’s Office for approval.

### **To delete a program:**

1. Faculty/Deans must first contact the Curriculum Specialist in the VPI Office so that he/she may provide you with a *Proposal Impact Report*. This report will specify programs (i.e. degrees and certificates) that will need to be modified as a result of deleting a program or programs.
2. Submit a memo (in Word format) to the Curriculum Specialist in the VPI Office addressed to the Curriculum Committee. The memo comes jointly from the division Dean and the program faculty and includes the following:

- name of Division and department
- title of certificate or degree being deleted
- reason(s) for deleting the program(s)
- the catalog year in which the deletion becomes effective, which is typically the following academic year (e.g. 2018-19 catalog)