

**Ohlone College**  
**Procedure for Department Name Change**

1. Discipline faculty and the Academic Dean collaboratively make the decision to change a department name.
2. Discipline faculty and the Academic Dean write a memo addressed to the Vice President, Academic Affairs/Deputy Superintendent requesting the department name change with rationale for the revision and choice of a new department prefix, if desired. Suggestions for the rationale include how the department name change would benefit students; recommendations from the advisory committee (if appropriate); and existing courses, degrees, and certificates that would move into the department. The memo needs to be signed by at least two faculty and the Academic Dean.
3. The Vice President, Academic Affairs/Deputy Superintendent reviews the request in terms of compliance with Title 5 guidelines and effect on other Ohlone College programs and disciplines.
4. The signed form is sent electronically to the Curriculum Committee Chair so the item can be placed on the agenda for the Curriculum Committee meeting. The discipline faculty requesting the department name change need to attend the Curriculum Committee meeting to present the proposal and answer any questions or concerns.
5. Following Curriculum Committee approval, the memo regarding the department name change is sent to the Board of Trustees as an information item.
6. After Board of Trustees approval, the Curriculum and Scheduling Office is responsible for changing the department name in CurricUNET, Colleague, and ASSIST.
7. If a new prefix is desired, the Curriculum and Scheduling Office creates the new prefix in CurricUNET, Colleague, ASSIST, and the CCCC's curriculum database after Board of Trustees approval. Curriculum and Scheduling notifies Human Resources of the new prefix.
8. If a new prefix is desired, the discipline faculty create new courses or move existing courses into the new prefix in CurricUNET, and those new and/or revised courses are ultimately approved by the Curriculum Committee. Requisite courses may also require revising.
9. If a new prefix is desired, all degrees and certificates that include the courses in the former prefix need to be revised. This task may require discipline faculty to work with discipline faculty outside the department. All program narratives--as required by the CCCC's Program and Course Approval Handbook--need to be updated before the revised degrees and/or certificates can be screened by the Curriculum Committee.

10. The new prefix is fully implemented once all courses, degrees, and certificates have been converted in CurricUNET to the new prefix and the Curriculum Committee, Board of Trustees, and CCCCOC have approved all appropriate curriculum proposals. All department and prefix changes are reflected in the next possible catalog and WebAdvisor in accordance with Curriculum Committee deadlines.
11. Discipline faculty are responsible for updating department web pages with the new department name and/or prefix.

Curriculum Committee Approved: