

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

- Discipline faculty and the Academic Dean collaboratively make the decision to change a department name.
- 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. The rationale may include how the department name change will benefit students; recommendations from a CE Advisory Committee, a college committee, a report from the Chancellor's Office, the Statewide Academic Senate; etc. The memo needs to be signed by discipline faculty and the Academic Dean.
- The Vice President, Academic Affairs/Deputy Superintendent reviews the request in terms of compliance with Title 5 guidelines and effect on other Ohlone College courses, programs, and disciplines.
- The memo is sent 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 must attend the Curriculum Committee meeting to present the proposal and answer any questions or concerns.
- Following Curriculum Committee approval, the memo regarding the department name change is sent to the Board of Trustees as part of the regular curriculum approval process.
- After Board of Trustees approval, the Curriculum and Scheduling Office is responsible for changing the department name in CurricUNET, Colleague, and ASSIST.
- When a department name has been changed and 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.
  - The discipline faculty revise (major revision) existing courses and/or create new courses with the new prefix in CurricUNET; the Curriculum Committee must approve these revised and/or new courses. Requisite courses may also require revising.
  - The discipline faculty review all degrees and certificates that include courses with the former prefix and revise as needed. All program narratives--as required by the CCCC's Program and Course Approval Handbook--need to be updated before the Curriculum Committee can screen the revised degrees and/or certificates.

- 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 CCCCCO 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.
- Discipline faculty are responsible for updating department web pages with the new department name and/or prefix.

Initial Curriculum Committee Approved: November 2, 2020  
Faculty Senate Approved: November 12, 2020  
Final Curriculum Committee Approval: December 7, 2020