

APPROVAL PROCEDURE FOR CHANGES TO THE ACADEMIC MASTER PLAN

The following procedure will be implemented for the approval of changes to the Academic Master Plan. A proposal to change the Academic Master Plan is developed by a faculty member(s) in consultation with the Administration. The faculty member(s) shall distribute the proposal to all faculty, and schedule and advertise a date and time for a campus-wide Faculty Meeting where the proposed change will be discussed. At the Faculty Meeting, the faculty member(s) shall present a justification for the proposed change to the Academic Master Plan and obtain feedback from the faculty attending the meeting. The faculty member then submits the proposal to Change the Academic Master Plan to the Curriculum Committee. After Curriculum Committee approval, the proposal shall be submitted to the Academic Senate for approval. If approved by the Academic Senate, the proposal is submitted to the President or designee (Administration) for approval. Proposals to change the Academic Master Plan that are approved by the President or designee are forwarded to the Chancellor's Office for approval.

