
Memorandum

Office of Academic Affairs

TO: Dr. Russ Jones
Interim President

FROM: Dr. Jeanine Myers
Associate Vice President for Academic Affairs

RE: Letters of Notifications for Department and Program Name
Changes

DATE: February 1, 2024

Please see below, the list of Letters of Notification for Department and Program Name Changes.

College of Education and Health – Department of Emergency Management, Professional Studies, and Student Affairs Administration

Department Name Change; Emergency Management, Professional Studies, and Student Affairs Administration to the School of Professional and Community Education.

**Program Name Changes:
Student Affairs Administration to Higher Education and Student Affairs**

Organizational Development and Leadership to Organizational Leadership and Learning

Emergency Administration and Management to Emergency Management and Homeland Security

College of Science, Technology, Engineering, and Mathematics – Department of Biological Sciences, Department of Mathematics, and Department of Physical and Earth Sciences

**Reorganization and renaming of departments:
Department of Biological and Earth Sciences
Department of Mathematical and Physical Sciences**

**Program Name Changes related to Bachelor of Science in Geology
options:
Geology – Environmental Option to Geosciences – Environmental
Option
Geology – Petroleum Option to Geosciences – Emerging Resources
Option
Geology – Professional Option to Geosciences – Professional Option**

**I support the proposals as submitted and forward to you and the Board of
Trustees for consideration.**

JM:ae

**Attachments
Proposals as submitted**

Category 2: Program Deletion/Inactive or Reactivation

- Delete program/option/emphasis/track *(requires phase-out plan)*
- Place program on "Inactive Status" list *(program must have no declared students)*
- Reactivation of program from inactive status *(inactive for less than 5 years)*

Effective Date: Effective Term: Effective Academic Year:

Program/Certificate/Option	Degree Code	CIP Code

Reason for Proposed Action *(attach additional pages as needed)*

Category 3: Instruction/Research/Service Centers and Administrative/Organization Units

- Establishment of new instruction, research, or service institute/center that does not serve as a basis for faculty appointments or degree programs. **attach synopsis of center's mission and role, physical address, projected annual budget, and funding sources.*
- Deletion of instruction, research, or service institute/center.
- Establishment of administrative/organization unit **attach copy of before and after organization chart*
- Reorganization/Renaming/Deletion of existing administrative/organization unit **attach copy of before and after organization chart*

Effective Date: Effective Term: Effective Academic Year:

Reason for Proposed Action *(attach additional pages as needed)*

Change from "Department of Emergency Management, Professional Studies, and Student Affairs Administration" to "School of Professional and Community Education." The previous extraordinarily cumbersome name was simply a list of the three programs that merged during the 2022 restructure. Now that the three areas have had time to work together, we have a more concise and accurate name.

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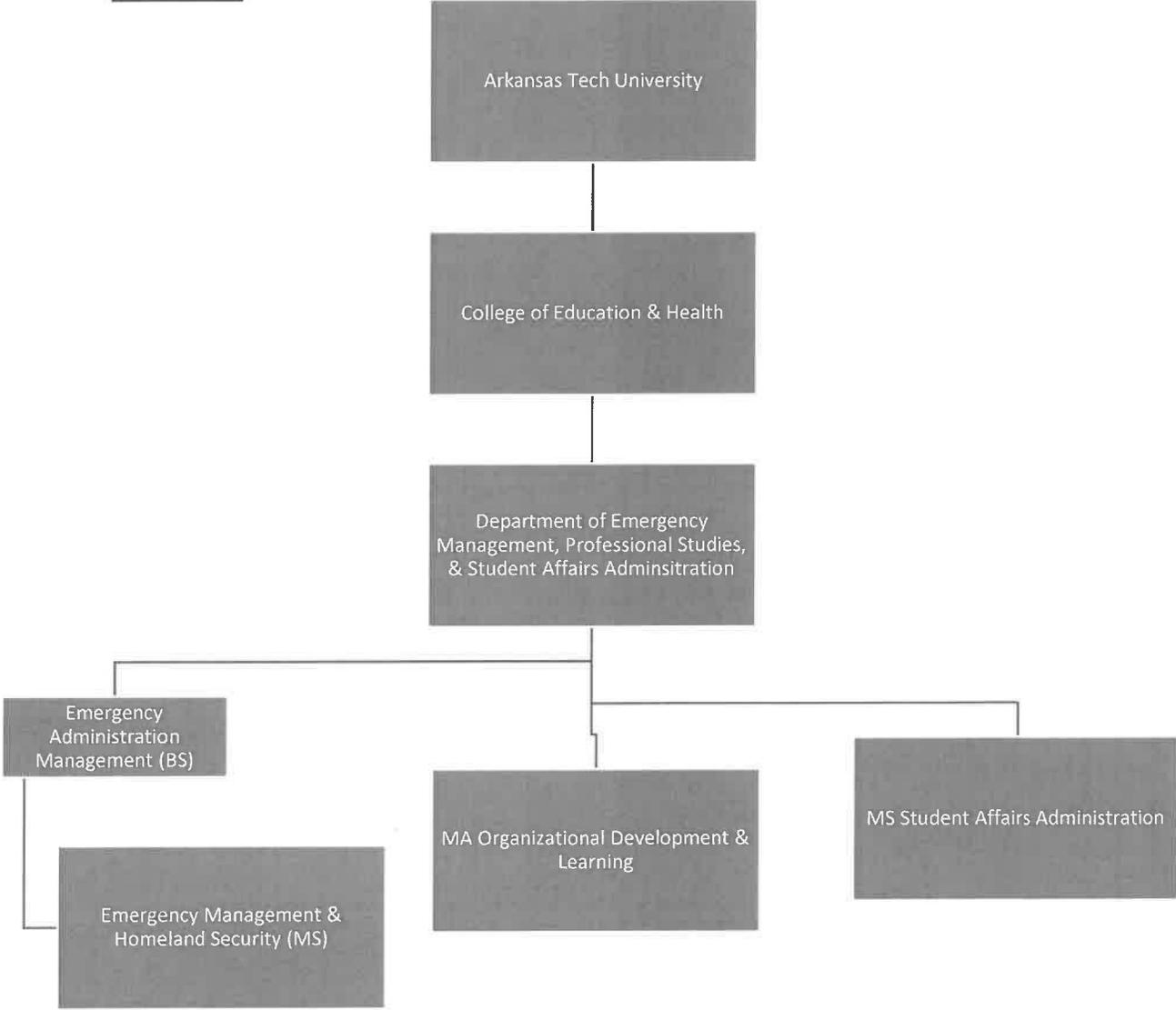
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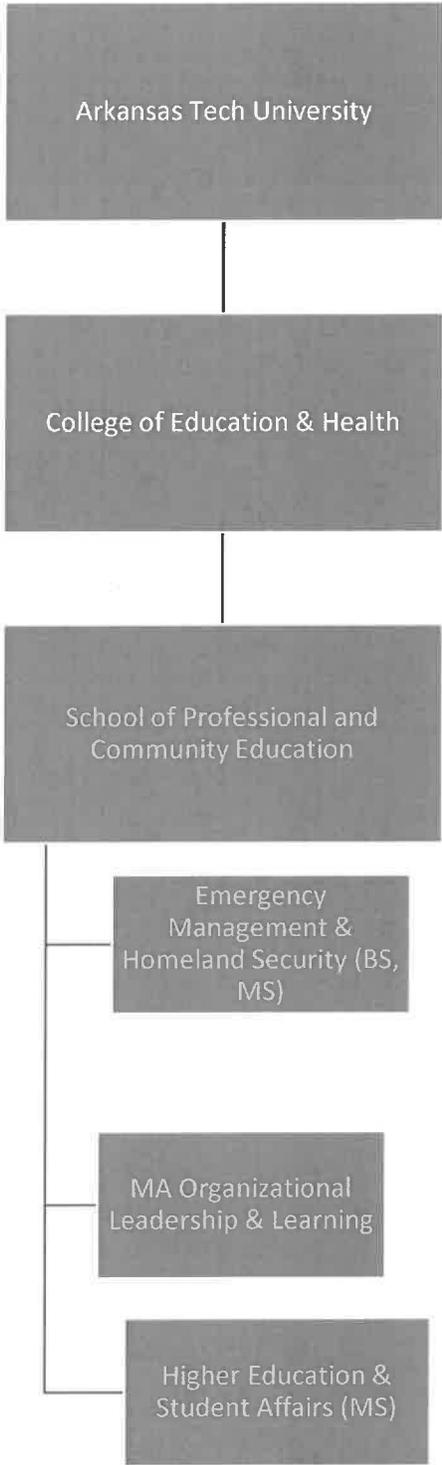
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Before



After



Letter of Notification

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Please complete the Institution information below and Category 1, 2, or 3, depending on the requested change.

Institution:

Name of Provost/Chief Academic Officer Signature Date

President/Chancellor Approval Date

Board of Trustee Approval/Notification Date

Contact Person: Contact Person's Title:

Contact Phone Number: Contact Email Address

Category 1: New or Existing Program Modification *(select all that apply)*

- Title or CIP change
- Articulation Agreement: 2+2 3+1 4+1 Other **attach copy of MOU*
- Program reconfiguration **attach copy of before & after curriculum*
- Program curriculum revision **attach copy of before and after curriculum*
- Existing program offered by distance technology
- Existing certificate or degree program offered at an existing off-campus location
- New certificate program (certification of proficiency, technical certificate, or graduate certificate) **attach copy of curriculum*

Effective Date: Effective Term: Effective Academic Year:

	Before Proposed Changes	After Proposed Changes/New Program
Program/Certificate Title	MS Student Affairs Administration	MS Higher Education & Student Affairs
Degree Code	5615	5615
CIP Code	13.1102	13.0406
% Online (if applicable)	50	50

Reason for Proposed Action *(attach additional pages as needed)*

Emphasizing the study of higher education administration would align the program better with the current curriculum, more accurately reflect alumni employment experiences, and be more in line with other institutions offering the similar degree throughout the U.S.

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- Deletion of instruction, research, or service institute/center.
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- Existing certificate or degree program offered at an existing off-campus location
- New certificate program (certification of proficiency, technical certificate, or graduate certificate) **attach copy of curriculum*

Effective Date: Effective Term: Effective Academic Year:

	Before Proposed Changes	After Proposed Changes/New Program
Program/Certificate Title	MA Organizational Development and Learning	MA Organizational Leadership and Learning
Degree Code	5375	5375
CIP Code	30.9999	30.9999
% Online (if applicable)	100	100

Reason for Proposed Action (attach additional pages as needed)

The current name is causing some confusion among students and we believe the new name could attract more prospective students. Changing the MA to "Organizational Leadership and Learning" could address these issues and more accurately reflect the curriculum and what students in industry and currently in undergraduate programs are looking for. Further, we already have a BA in Organizational Leadership, and this revised graduate name would be a better continuation of that.

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Program/Certificate/Option	Degree Code	CIP Code

Reason for Proposed Action *(attach additional pages as needed)*

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Requires phase-out plan. If program has enrolled students, it will be placed in P = Phase-Out Delete status until it has 0 students.

Change program to Inactive Status

If program has enrolled students, it will be placed in F = Future Inactive status until it has 0 students. A program can be in Inactive Status for a maximum of 5 years. After 5 years, the program will be deleted.

Reactivation of program from inactive status (*inactive for less than 5 years*)

Effective Term:

Effective Academic Year:

Effective Date (optional):

Program/Certificate/Option	CIP Code	Degree Code

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Deletion of instruction, research, or service institute/center.

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Effective Term:

Effective Academic Year:

Effective Date (optional):

Reason for Proposed Action (*attach additional pages as needed*)

In the College of Science, Technology, Engineering, and Mathematics (STEM), we currently have the following 3 departments that will reorganize to 2 departments for efficiency purposes:

Department of Biological Sciences - ADHE Department Code 0830

Department of Mathematics and Statistics - ADHE Department Code 1720

Department of Physical and Earth Sciences - ADHE Department Code 2000

We will create the following 2 departments:

Department of Biological and Earth Sciences

Department of Mathematical and Physical Sciences

See attached summary of programs housed in the College of STEM and Departments.

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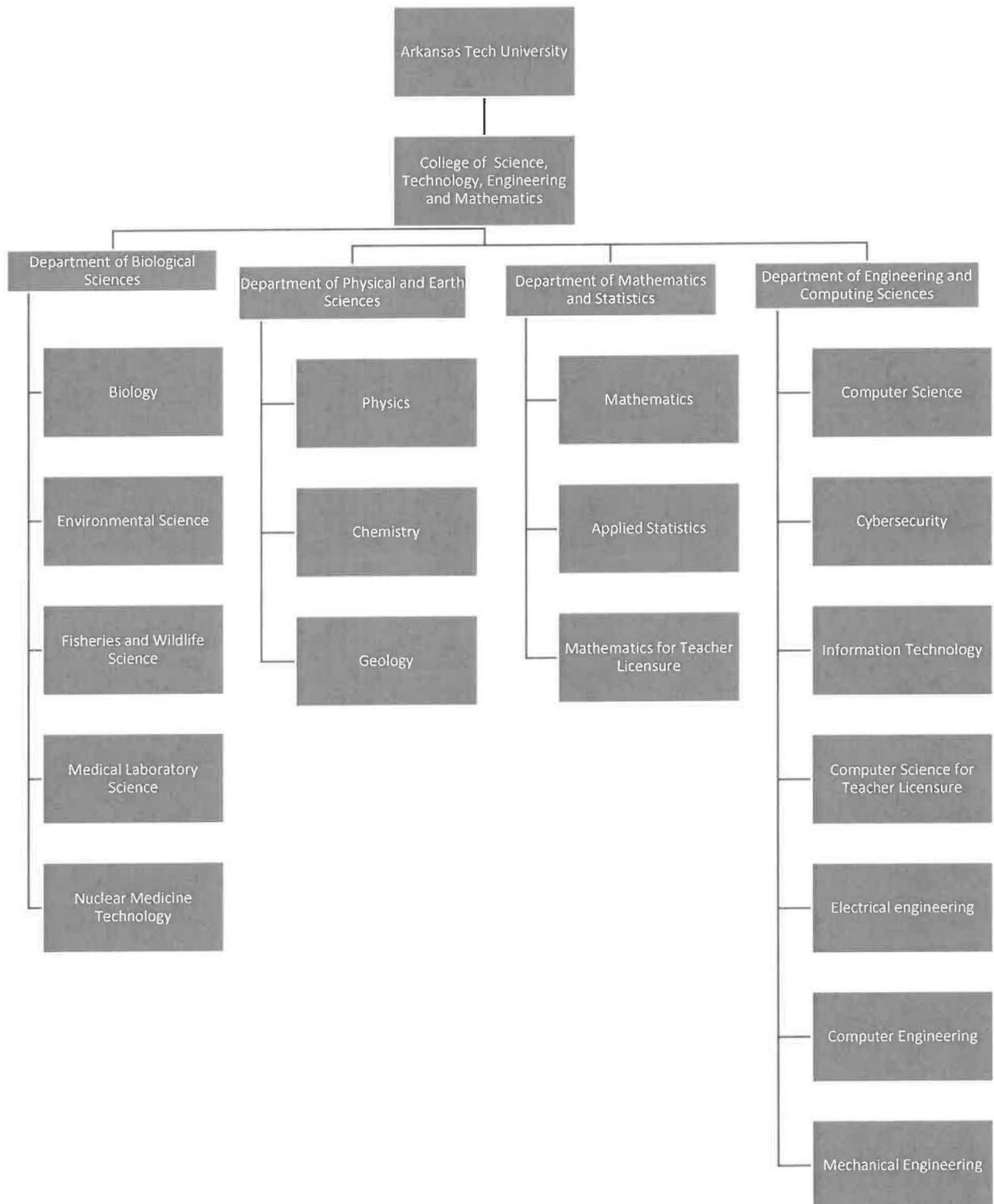
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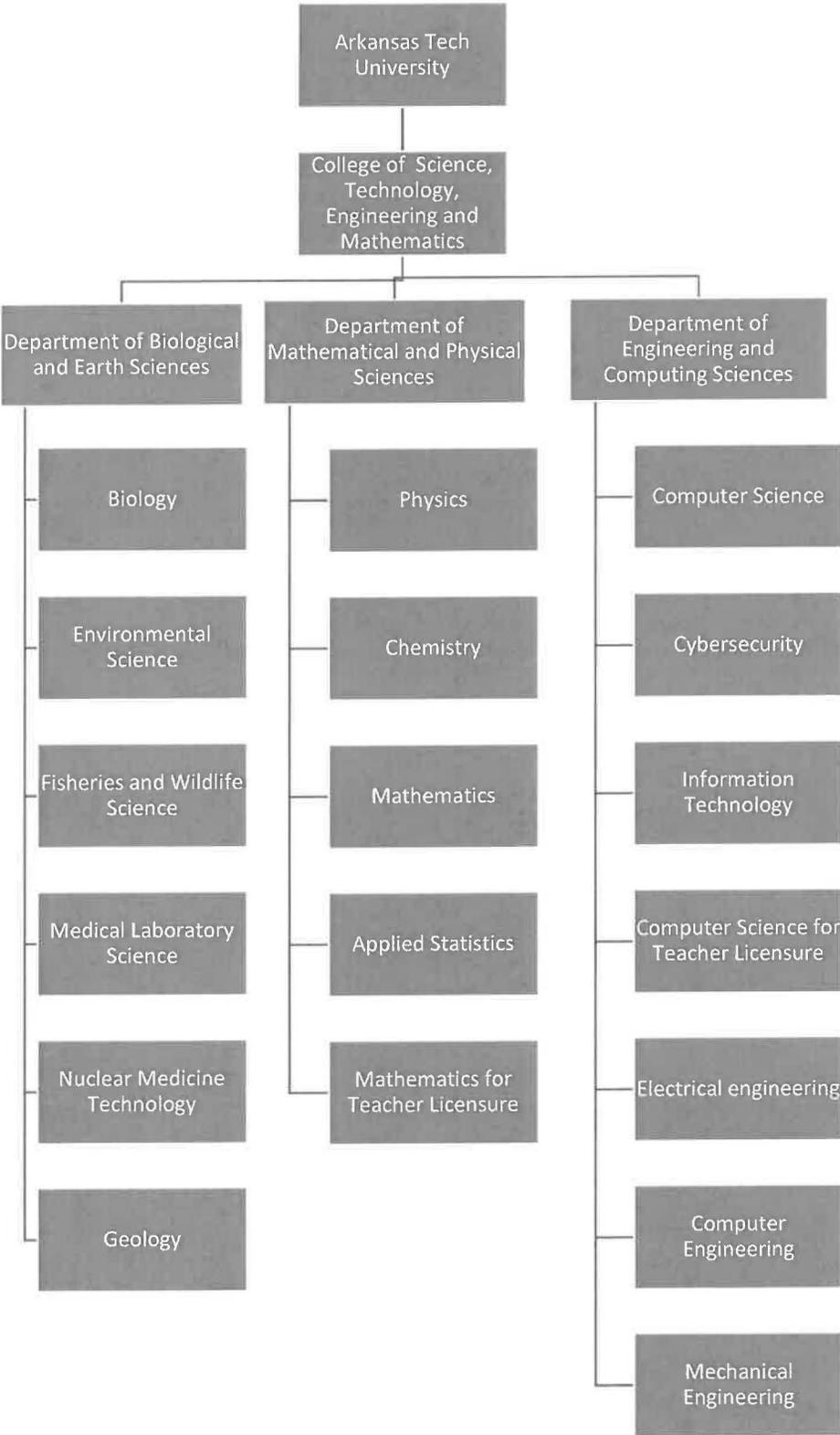
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- Curriculum revision of program/option/emphasis/concentration/minor *attach copy of before and after curriculum
- Existing program offered by distance technology
- Existing certificate or degree program offered at an existing off-campus location
- New option, emphasis, concentration, or minor
- New certificate program (certification of proficiency, technical certificate, or graduate certificate) *attach copy of curriculum

Effective Term: . Effective Academic Year: Effective Date (optional):

	Before Proposed Changes	After Proposed Changes/New Program
Program/Certificate Title	BS - Geology	
Degree Code	2660	
CIP Code	40.0601	
% Online (if applicable)		

Reason for Proposed Action (attach additional pages as needed)

We would like to change the title for the Bachelor of Science in Geology Options. Currently, we have the following 3 options:
 Geology – Environmental Option
 Geology – Petroleum Option
 Geology – Professional Option

The new titles of the options are listed below:
 Geosciences - Environmental Option
 Geosciences - Emerging Resources Option
 Geosciences - Professional Option

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Effective Term:

Effective Academic Year:

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