

9.4.1. Template for Submission to the Information Calendar. Items to include transfer, restructuring or consolidation of existing programs or administrative units, stand-alone minors, interdisciplinary minors, emphases, and name changes approved by the Board of Trustees and sent to the Board of Regents as an information item.

Section I: The Request

Briefly describe the change. Include a listing of courses and credits as appropriate. Remove italics when using template.

Section II: Need

Indicate why the change is justified. Reference need or demand data if appropriate. Remove italics when using template.

Section III: Institutional Impact

Will the proposed recommendation affect enrollments in instructional programs of affiliated departments or programs? How will the proposed recommendations affect existing administrative structures? What (new) faculty, physical facilities or equipment will be impacted? Remove italics when using template.

Section IV: Finances

What costs are anticipated? Describe any budgetary impact, including cost savings, on other programs or units within the institution. Remove italics when using template.