## OTHER ACTION PROPOSAL FORM

**ACADEMIC AREA:** COLLEGE PREP / DEVELOPMENTAL STUDIES

**PROGRAM:** NON DEGREE

**PROPOSEd by**: Caroline Seefchak, Ph.D.

**PRESENTER:** Caroline Seefchak, Ph.D.

**SUBMISSION DATE:** 2/10/2012

### SECTION I

**PROPOSED ACTION: CHECK ALL THAT APPLY**

















Change of Division Name to division of college and career readiness AND DEPARTMENT NAME to department of developmental studies on A TOTAL OF TWENTY-FIVE SYLLABI: rea 0007, rea 0017, enc 0015, enc 0025, mat 0018, mat 0028, eap 0200, eap 0220, eap 0240, eap 0260, eap 0300, eap 0320, eap 0340, eap 0360, eap 0400, eap 0420, eap 0440, eap 0560, eap 1500, eap 1520, eap 1540, eap 1560, eap 1600, eap 1620, eap 1640

**EXPLAIN THE NATURE OF THE ACTION:**

cHANGE OF COLLEGE ORGANIZATIONAL STRUCTURE: The DEPARTMENT OF DEVELOPMENTAL STUDIES now falls under the division of college and career readiness

### SECTION II

**PROVIDE JUSTIFICATION FOR CURRICULUM ACTION (OTHER EXPLANATORY INFORMATION):**

THE NAME OF THE DIVISION WITHIN THE COLLEGE is new; THE NAME OF THE DEPARTMENT WITHIN THE DIVISION HAS BEEN SHORTENED.

**NOTE:**

CHANGES FOR THE UPCOMING FALL TERM MUST BE SUBMITTED AND APPROVED NO LATER THAN THE FEBRUARY CURRICULUM COMMITTEE MEETING PRIOR TO THE START OF THE NEXT ACADEMIC YEAR. CHANGES DURING MID-SCHOOL YEAR ARE NOT ALLOWED. EXTREME CIRCUMSTANCES WILL REQUIRE APPROVAL FROM THE DISTRICT DEAN OF INSTRUCTION AS WELL AS THE VICE PRESIDENT OF ACADEMIC AFFAIRS TO BEGIN IN EITHER THE SPRING OR SUMMER TERM.

**TERM IN WHICH PROPOSED ACTION WILL TAKE PLACE:**

FALL 2012 TYPE IN TERM IF “EXCEPTION” AND OBTAIN BOTH SIGNATURES BELOW OR TYPE “NA”

**oRDER OF APPROVAL FOR EXCEPTIONS IS AS FOLLOWS:**

SIGNATURE #1 NEEDED FOR EFFECTIVE TERM EXCEPTION:

SIGNATURE #2 NEEDED FOR EFFECTIVE TERM EXCEPTION:



**FACULTY ENDORSEMENTS:**PLEASE SEPARATE FACULTY MEMBERS WITH A COMMA (,)



**DEPARTMENT CHAIR / PROGRAM COORDINATOR ENDORSEMENT:**

 2/10/2012

**ASSOCIATE / ACADEMIC DEAN ENDORSEMENT:**

 2/10/2012

**DEANS’ COUNCIL Review – verified by:**

 PLEASE SELECT TODAY’S DATE

**STUDENT ASSESSMENT COMMITTEE CHAIR ENDORSEMENT:**

 PLEASE SELECT TODAY’S DATE

**FOR CURRICULUM COMMITTEE MEETING DATE:**



AFTER REVIEWING AND SIGNING THIS PROPOSAL, THE DISTRICT DEAN WILL RETURN THE PROPOSAL TO THE DEPARTMENT CHAIR OR PROGRAM COORDINATOR WILL SUBMIT THE PROPOSAL TO THE VPAA OFFICE. THE DEPARTMENT CHAIR/PROGRAM COORDINATOR WILL SEND THIS PROPOSAL ALONG WITH ANY OTHER PROPOSALS FROM HIS/HER DEPARTMENT BEING SUBMITTED FOR REVIEW BY THE CURRICULUM COMMITTEE TO THE STUDENT ASSESSMENT COMMITTEE FOR REVIEW. ONCE APPROVED BY THE STUDENT ASSESSMENT COMMITTEE, SUBMIT THE PROPOSAL(S) TO DROPBOX BY THE MEETING DUE DATE. FOR MORE DETAILS, PLEASE REFER TO THE CURRICULUM COMMITTEE MANUAL: www.edison.edu/facultystaff/curriculum.php