

1 SAN JOSE STATE UNIVERSITY  
2 Academic Senate  
3 Curriculum and Research Committee  
4 April 30, 2018  
5 Final Reading  
6

AS 1676

7 **POLICY RECOMMENDATION**  
8 **Department or School Name Change**  
9

10 Rationale: There is no current policy guiding a name change for departments or  
11 schools.  
12

13 Legislative History: When a name change is proposed due to merging, dividing, or  
14 transferring academic units, use this policy in conjunction with S13-9.  
15

16 On March 12, 2018, the Academic Senate approved AS 1676 presented by Senator  
17 Schultz-Krohn for the Curriculum and Research Committee. The policy recommendation  
18 was then sent to the President for signature as University Policy S18-4. This policy  
19 recommendation was returned unsigned by President Papazian with a request to make  
20 the policy recommendation less prescriptive and remove the name of Graduate and  
21 Undergraduate Programs (GUP) as the location of the Department or School Name  
22 Change Guidelines and indicate that the Guidelines are maintained by the Office of the  
23 Provost or designee.  
24

25 The Curriculum and Research Committee, during the April 23, 2018 meeting, revised  
26 this policy recommendation by removing the specific name of GUP as the location of the  
27 Department or School Name Change Guidelines and indicating that these Guidelines  
28 are maintained by the Office of the Provost.  
29

30 Whereas The campus community would benefit from an operational roadmap to  
31 ensure procedural transparency when proposing a department or school  
32 name change; and

33 Whereas The process to be used when requesting a department or school name  
34 change should allow the review of the proposed name change to occur in  
35 a timely manner, and

36 Whereas A policy should guide meaningful consultation across academic units to  
37 avoid conflict with a requested name change; therefore be it

38 Resolved, That the Department or School Name Change Guidelines shall specify the  
39 components to be included in the name change proposal and submission  
40 process, and be it further

41 Resolved That the Guidelines shall be maintained by the Office of the Provost or  
42 designee and reviewed by the University Curriculum & Research  
43 Committee, and be it further

44 Resolved That the following process shall be used when requesting a name change  
45 for a department or school.

- 46 1. The name change proposal shall follow the Name Change Guidelines and  
47 include evidence of meaningful consultation with all academic units potentially  
48 affected by the proposed name change.
- 49 2. The name change proposal shall provide a record of the vote at all levels of  
50 review.
- 51 3. The University Curriculum & Research Committee shall review the name change  
52 proposal and forward a recommendation to the Provost.

53 Approved: April 30, 2018

54 Vote: 13-0-0

55 Present: Bacich, Buzanski, Cargill, Chung, Heil, Stacks, Rodan, Trulio,  
56 Schultz-Krohn, Anagnos, Matoush, De Guzman, Jensen

57 Absent: None

58 Workload Impact: Minimal; will use existing committees and curriculum management  
59 system

60 Financial Impact: Minimal; will use existing committees and curriculum management  
61 system