** Oregon State University**

**Abbreviated Category I Proposal**

**Establish; Rename, Reorganize, Suspend, and Terminate**

**Final Approval: OSU Provost (Exception: Terminations -- final approval is by the OSU Board of Trustees)**

**[Arial 10 or 12 pt; 1 inch margins; questions in italics or bold; enter “Not Applicable” – where appropriate]**

**Proposal Title:**

**College(s) and School(s):**

**Department(s) or Program:**

**Proposal Date:**

**Proposed Effective Term:**

**CIP\* Number:**

(Assigned by the Office of Academic Programs, Assessment, and Accreditation)

\*U.S. Department of Education: Classification of Instructional Program number

**Proposal Type:**

**\_\_\_\_\_ Rename \_\_\_\_\_ Suspension**

**\_\_\_\_\_ Establish**

**\_\_\_\_\_ Reorganization \_\_\_\_\_ Termination**

**\_\_\_\_\_ Other** (Explain) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Proposal Purpose / Justification: Describe the reason(s) for the proposal. For name changes, give both the current and proposed names (titles).**
2. **Location: Identify the location of the academic unit or academic program within OSU’s organizational structure. If applicable, include “before” and “after” organizational charts (show the reporting lines up to the Provost).**

**Figure 1. Current Organizational Chart**

**Figure 2. Proposed Organizational Chart**

1. **Objectives, Functions, and Activities: Provide a list of proposed objectives, functions (e.g., instruction, research, public services), and activities of the academic unit(s) or academic program(s).**
2. *Explain how the academic unit(s) or academic program(s) current objectives, functions, and/or activities will be changed. Where applicable, address issues such as course offerings, program requirements, admission requirements, student learning outcomes and experiences, and how the advising structure and availability will be changed as a result of this proposal.*
3. *Describe how the reorganized program be stronger than the existing program.*
4. *Explain how the outcomes in the reorganized academic unit(s) or academic program(s) will be assessed.*
5. *Describe the extent to which affected faculty and staff support this change.*
6. **Resources: Identify the resources that will either be needed or will be saved. Include information regarding personnel (administrators, faculty, staff, graduate assistants), the FTE change for academic and classified), and facilities/equipment.**
7. *Identify the staffing and resource needs for the proposed academic unit(s) or academic program(s). What will be the FTE changes? Note any impact on the budgets of affected academic unit(s) or academic program(s). Provide an analysis of how the resulting academic unit(s) or academic program(s) will be adequately staffed and funded.*
8. *Complete the OSU budget pages of Recurring, One-Time, and Summary tables. What is the budget impact of the proposal (new funding needs or resources saved)?*
9. *If new resources will be required (e.g., for new faculty positions, graduate research/teaching assistants, facilities, equipment, etc.), explain where these resources will be coming from. Specify internal reallocation, Ecampus, college, OSU, federal, state, private, other funding sources or combination of funding sources. [Note: College Deans, as well as academic unit or academic program administrators will be required to sign a transmittal sheet signifying their approval and commitment to providing the required funding resources for the proposal.]*
10. **Mission: Identify the relationship of the proposed change to the academic unit or academic program with OSU’s mission.**

[**http://leadership.oregonstate.edu/trustees/oregon-state-university-mission-statement**](http://leadership.oregonstate.edu/trustees/oregon-state-university-mission-statement)

1. *How will the proposed change to the academic unit(s) or academic program(s) support OSU’s mission, vision, and goals?*
2. *Describe the potential positive and negative impacts of the proposed changes on the academic unit(s) and/or academic program(s) involved. Identify other OSU academic units or academic programs which might be affected, and describe the potential positive and negative impact on their mission and activities.*
3. **Strategic Plan: Describe how the proposal will affect the long-range strategic goals and plans for the academic unit(s) or academic program(s). Compare with OSU’s current strategic plan and its three signature areas of distinction.**

[**http://leadership.oregonstate.edu/strategicplan/strategic-plan-phase-iii-2014-2018**](http://leadership.oregonstate.edu/strategicplan/strategic-plan-phase-iii-2014-2018)

1. **External Impacts: What is the relationship of the proposed academic unit(s) or academic program(s) to other institutions in the Oregon?**
2. *What is the current relationship of the proposed academic unit(s) or academic program(s) with other higher education institutions in the Oregon? Describe how this relationship might be altered based on the proposed change.*
3. *Describe how the proposed change will affect other constituencies outside of OSU (e.g., federal state, local, private).*
4. **Accreditation: If the academic program is professionally accredited, identify the accrediting body and describe how the proposed change may affect accreditation.**

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**Appendices**

**A Transmittal Sheet**

Attach a transmittal sheet signed by the dean and school/department/program administrator.

**B Budget Tables**

Attach OSU budget pages; identify new or saved dollars. [Note: all proposals have budgetary impacts, including costs associated with changes to existing signage, letterhead, business cards, web pages, etc.

**C Letters of Support and Liaison Comments**

Attach all letters of support and liaison correspondence from individuals who will be, or potentially will be, affected by the proposal. Letters of Support are from sources outside of OSU, while Liaison Comments are from sources internal to OSU.

*Source:* Office of Academic Programs, Assessment, and Accreditation ) glb/revised 1/8/16)