Date:

# MEMORANDUM

TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chair, Board of Regents

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chair, BOR Committee on Student Success

VIA: Wendy F. Hensel

 President

VIA: Debora Halbert

 Vice President for Academic Strategy

VIA: Della Teraoka (for CC proposals only)

 Interim Vice President for Community Colleges

FROM: Campus Chancellor’s Name

 Chancellor

SUBJECT: Request Approval for Established Status for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPECIFIC ACTION REQUESTED:

It is requested that the Board of Regents grant established status for the \_\_\_\_\_\_\_\_\_\_

RECOMMENDED EFFECTIVE TERM/YEAR:

ADDITIONAL COSTS:

BACKGROUND INFORMATION:

Board of Regents Policy 5.201 III(A)(1) states that “Approval of the board is required for the establishment of all new instructional programs granting academic credit leading to a degree or credential, upon recommendation by the president….”

Summarize the program’s role and its evolution since inception.

Why will this continue as a priority for the campus/college?

Will it continue to meet needs and generate demand?

Does the program integrate well with programs on this and other campuses? How will developments at other campuses affect this program in the future?

Assess how well the program met proposed enrollments, completions, operating and instructional resource, and facility needs?

What unexpected developments enhanced or challenged the program in its evolution?

Defend the recommendation to make the program permanent.

ACTION RECOMMENDED:

Repeat of Specific Action requested, but replace “Request” with “Recommend”

Attachment(s)

c: Executive Administrator and Secretary, Board of Regents