Process for Proposing Reorganizations

- 1. Most reorganizations should be handled through program review, using the existing question about future plans and modifications and the existing resource request form.
- 2. When an event triggers the need for a reorganization outside of the regular program review cycle, then the following process should be followed.
 - a. The individual making the request should describe the proposal using the existing program review resource request form. The individual should also contact Jill Lewis to let her know about the new request.
 - b. The request for a reorganization should go to the appropriate Vice President (Vice President of Instructional Services for instructional areas, Vice President of Student Services for student services areas, and Vice President of Administrative Services for administrative areas including IT and HR).
 - c. The Vice President presents the proposal to the appropriate standing committee (Academic Affairs and Academic Senate for instructional areas, Student Affairs for student services areas, and Administrative Affairs for administrative areas).
 - d. The standing committee's recommendation regarding the proposal goes to the Budget Committee for its recommendation.
 - e. The Budget Committee's recommendation regarding the proposal goes to the Campus Executive Committee.
 - f. The Campus Executive Committee forwards its recommendation regarding the proposal to the Superintendent/President for the final decision.

Approved by IPCC 10/15/2012