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MEMORANDUM

DATE:

September 21, 1999

TO:

David J. Barsky

Associate Vice President for Academic Affairs—Academic Programs

FROM:

Richard H. Karas

Vice President for Academic Affairs

SUBJECT:

Delegation of Authority—Course Approvals

Effective immediately, I delegate to you the authority to approve course changes and new courses for use in existing academic programs, except as noted in the third paragraph of this memorandum. You are similarly authorized to act on my behalf to approve the granting of General Education credit to courses so recommended by the Academic Senate, and you are also authorized to approve "bookkeeping" changes in academic programs that merely reflect record-keeping changes such as renumbering of courses.

In looking over the proposals that you and your office have been bringing to me for my signature, I have found that these proposals have been scrutinized carefully enough—by the college curriculum committees, by the Academic Senate committees, by your office staff, and directly by you—that there has been little point in requiring an additional review by me. Please continue to work closely with the Academic Planning and Policy Committee (and in the case of General Education courses, the General Education Committee) of the Academic Senate, to maintain the high quality of these proposals.

Note that I retain the program approval authority delegated to me by President Gonzalez in situations where there are substantive changes to existing programs or new program proposals, and that, in these situations, I also reserve the authority for approving any associated course changes or new course proposals.

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During our regular meetings, you will make a full report to me of all approvals that you have made, their appropriateness, and any resource implications that they raise. Of course, I am always available should you wish to discuss a specific proposal with me.

I thank you for assuming this important charge.

DJB

cc:

Alexander Gonzalez, President

Miriam Schustack, Chair, Academic Senate

Steve Lilly, Dean, COE

Gary Means Dean, Extended Studies

Norm Nicolson, Dean, Instructional and Information Technologies

Marion Reic, Dean, LIS

Victor Roch 1, Dean, COAS

Kathleen Watson, Interim Dean, COBA

Richard Riehl, Executive Director, Enrollment Services

Regina Eisenbach, Interim Associate Dean, COBA

Eileen Oliver, Associate Dean, COE

Pat Worden, Associate Dean, COAS

Andres Favela, Assistant Dean, COAS

Ranjeeta Ghiara, Chair, GEC

Michael McDuffie, Chair, APP

Margo Roark, Chair, BLP

Lourdes Shahamiri, Catalog and Curriculum Coordinator