October 9, 2014

To: Barry Mishra, Chair  
    Executive Committee of the School of Business Administration

From: Ken Baerenklau, Chair  
    Committee on Educational Policy

Re: Withdrawal of Approved Changes to Administrative Studies Program Requirements

The Committee on Educational Policy (CEP) has been made aware of program changes made in error. Specifically, changes made to the Administrative Studies Requirements of the majors with Administrative Studies Components that were adopted without following approved procedures, which includes review and approval by affected majors. Unfortunately these changes were presented at the May 27, 2014 Meeting of the Riverside Division. By copy of this memo CEP hereby rescinds its approval and respectfully instructs the Registrar to withdraw the changes from the 2014-2015 General Academic Catalog. (To clarify, the modifications made in the adopted change to the B.S. in Business Administration program are approved and will remain in the catalog as adopted.) The adopted document is attached to this memo with the changes to be rescinded highlighted in yellow.

In order to move forward, all affected departments must review and approve the proposed changes, as should the corresponding Executive Committees. In this case, the departments of Art History, Economics, History, Political Science, and Sociology all have majors with the Administrative Studies component and therefore all must have documented approval. This proposal must then be approved by the SoBA Executive Committee and CHASS Executive Committee.

The Committee on Educational Policy recognizes that there are conflicting processes regarding the administration of the Administrative Studies programs. However, regardless of departmental and college processes, CEP retains final approval authority of all changes to curricula. In order to remove ambiguities and to guide future change requests, CEP advises the SoBA and CHASS Executive Committees to meet and document the process by which program and course changes will be proposed. The process must then be approved by CEP and will remain on record in the Academic Senate.

Attachment – Business Administration Major Change – Reported at May 27, 2014 Division Meeting

cc Jennifer Doyle, Chair, CHASS Subcommittee  
    Bracken Dailey, Registrar  
    Steve Whitestone, Catalog Editor  
    Jose Wudka, Chair, Riverside Division