Undergraduate Memo

Date: October, 15, 2010

From: Dr. Anny Morrobel-Sosa, Dean College of Science  
Dr. Aaron Velasco, Chair Department of Geological Sciences

To: James Holcomb, Chair, Undergraduate Curriculum Committee  
c/o Amanda Vasquez, Curriculum and Academic Reports Coordinator

Subject: Change of Administrative Unit for the Environmental Science Program

Memorandum Content:

The College of Science requests the change of Administrative Unit for the Environmental Science Program from the Dean of the College of Science to the Department of Geological Sciences. Given the synergy in academic focus and faculty participation involving the Environmental Science Program and the Department of Geological Sciences, it is both appropriate and fiscally prudent to initiate this change.
Administrative Change Request Form

**Directions:** An institution shall use this form to propose the creation of or a change to an academic unit such as a department, school, or college that administers certificate and/or degree program(s). All sections should be completed unless noted otherwise.

*This form should be used only for administrative changes with new costs to the institution totaling $2 million or more during the first five years. For all other requests, please use the Administrative Change Certification Form.*

**Information:** Contact the Division of Academic Affairs and Research at 512/427-6200 for more information.

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**Administrative Information**

1. **Institution** – The University of Texas at El Paso

2. **Description** – Describe the change. Move the Environmental Science Program, currently headed by the Dean of Science, to the Department of Geological Sciences.

3. **Reason for Change** – Given the synergy in academic focus and faculty participation involving the Environmental Science Program and the Department of Geological Sciences, it is both appropriate and fiscally prudent to initiate this change.

4. **Program Inventory** – Show how the change would appear on the Coordinating Board’s Program Inventory. Include all degree programs and corresponding Texas CIP codes affected by the change but do not include proposed administrative unit codes for the new academic unit(s). Board staff will assign the new administrative unit codes. The academic titles and curriculum content will not change.

5. **Proposed Implementation Date** – Report the date that the change would go into effect. Spring 2011

6. **Contact Person** – Provide contact information for the person who can answer specific questions about the administrative change.

**Name:** Dr. Nancy Marcus

**Title:** Associate Dean of Science, College of Science

**Email:** nancymarcus@utep.edu

**Telephone:** (915) 584-4638
I. Impact

A. Role and Mission – Describe how the change would affect the role and mission of the institution. NA

B. Program Support and Development

1. Describe how the change would affect existing degree programs and plans for new degree programs. There will be no change in degree plans. We plan to grow the M.S. program.
2. Indicate how many students and faculty there would be in the proposed administrative unit, by level and by degree program. 17 faculty, 64 undergraduates, and 28 M.S. students, 22 Ph.D. students.
3. Describe how the proposed administrative unit would compare to existing administrative units at the same level (e.g., department, college, school, etc.) in terms of cost and number of students and faculty supported. There will be no difference in the financial structure of the program.

C. Accreditation – Explain how the change would affect accreditation or re-accreditation. NA

D. Resources – Describe how the change would affect resources (e.g., number of employees, salaries of key administrators and faculty, the course inventory, facilities, and equipment) for the next five years. No change anticipated.

II. Costs and Funding

Five-year Costs and Funding Sources – Use this table to show five-year costs and sources of funding for the change. (New five-year costs that equal or exceed $2 million must be approved by the Coordinating Board at one of its quarterly meetings.)

<table>
<thead>
<tr>
<th>Five-Year Costs</th>
<th>Five-Year Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel ¹</td>
<td>$0</td>
</tr>
<tr>
<td>Facilities and Equipment</td>
<td>$0</td>
</tr>
<tr>
<td>Library, Supplies, and Materials</td>
<td>$0</td>
</tr>
<tr>
<td>Other ²</td>
<td>$0</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$0</td>
</tr>
<tr>
<td>Reallocated Funds³</td>
<td>$0</td>
</tr>
<tr>
<td>Anticipated New Formula Funding⁴</td>
<td>$0</td>
</tr>
<tr>
<td>Special Item Funding</td>
<td>$0</td>
</tr>
<tr>
<td>Other ³</td>
<td>$0</td>
</tr>
<tr>
<td>Total Funding</td>
<td>$0</td>
</tr>
</tbody>
</table>

1. Report costs for new administrative positions and new support staff. For new faculty, prorate individual salaries as a percentage of the time assigned to administer the new academic unit and any new programs under that unit. If existing faculty and support staff will be reassigned to administer the academic unit, include personnel costs necessary to maintain existing administrative efforts and existing programs. (e.g., costs of adjuncts to cover courses previously taught by faculty who would now administer a new academic unit.)
2. Report other administrative costs here (e.g., new accreditation costs, travel directly related to administrative unit.)
3. If existing funding would be used to support the new administrative unit, indicate the funding sources and how the reallocation of funds would affect existing administrative units and programs.
4. Not generally applicable to administrative change requests. Show formula funding for students new to the institution in tables of costs and funding for new degree programs.
5. Report other sources of funding such as debt service, gifts, in-hand grants, and likely future grants that would directly support the new administrative unit.
1. **Adequacy of Funding** – The chief executive officer shall sign the following statement:

   *I certify that the institution has adequate funds to complete the administrative change and to support any new or reorganized academic unit(s). Furthermore, the change will not reduce the effectiveness or quality of existing programs, departments, schools, or colleges.*

   ____________________________  __________________
   Chief Executive Officer        Date

2. **Board of Regents Approval** – A member of the Board of Regents or designee shall sign the following statement:

   *On behalf of the Board of Regents, I certify that the Board of Regents has approved the administrative unit.*

   ____________________________  __________________
   Board of Regents (or Designee)  Date