

Cover/Signature Page - Abbreviated Template/Abbreviated Template with Curriculum

Institution Submitting Request: Utah Valley University
Proposed Titles: Department of English Language Learning, and Department of Basic Composition
Currently Approved Title: Department of Basic Composition/ESL
School or Division or Location: University College
Proposed Beginning Date (for new programs): Fall 2015
Institutional Board of Trustees' Approval Date: Pending

Proposal Type (check all that apply):

Regents' General Consent Calendar Items		
<i>R401-5 OCHE Review and Recommendation; Approval on General Consent Calendar</i>		
SECTION NO.		ITEM
5.1.1	<input type="checkbox"/>	Minor*
5.1.2	<input type="checkbox"/>	Emphasis*
5.2.1	<input type="checkbox"/>	Certificate of Proficiency*
5.2.3	<input type="checkbox"/>	Graduate Certificate*
5.4.1	<input checked="" type="checkbox"/>	New Administrative Unit
	<input type="checkbox"/>	Administrative Unit Transfer
	<input type="checkbox"/>	Administrative Unit Restructure
	<input type="checkbox"/>	Administrative Unit Consolidation
5.4.2	<input type="checkbox"/>	New Center
	<input type="checkbox"/>	New Institute
	<input type="checkbox"/>	New Bureau
5.5.1	<input type="checkbox"/>	Out-of-Service Area Delivery of Programs
5.5.2	<input type="checkbox"/>	Program Transfer
	<input type="checkbox"/>	Program Restructure
	<input type="checkbox"/>	Program Consolidation
5.5.3	<input type="checkbox"/>	Name Change of Existing Programs
5.5.4	<input type="checkbox"/>	Program Discontinuation
	<input type="checkbox"/>	Program Suspension
5.5.5	<input type="checkbox"/>	Reinstatement of Previously Suspended Program
	<input type="checkbox"/>	Reinstatement of Previously Suspended Administrative Unit

*Requires "Section V: Program Curriculum" of Abbreviated Template

Chief Academic Officer (or Designee) Signature:

I certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Signature

Date: 11/24/2014

Printed Name: Jeffery Olson, Senior Vice President, Academic Affairs

Program Request - Abbreviated Template
Utah Valley University
Department of Basic Composition and Department of English Language Learning
09/10/2014

Section I: Request

The Department of Basic Composition/ESL within the University College at Utah Valley University requests to be split into two separate departments: the Department of Basic Composition and the Department of English Language Learning.

Section II: Need

Under the current organizational paradigm, where a hard-funded program (BC) and a soft-funded program (ESL) are combined, the data collection process, employee reporting lines, and faculty and program assessments are skewed. In particular, according to current UVU policy, the department chair is required to evaluate all faculty and staff; however, the BC/ESL department chair will always be a content expert in one, but not both, disciplines in the joint department, making this person unsuitable to evaluate faculty within the other program. Thus the leadership of the department and University College feel that the best way to address these issues is to establish two completely separate departments.

With UVU's growing number of students needing English language training, the separation of departments will better serve UVU students in their language training and future academic goals.

Section III: Institutional Impact

The two units within the Department of Basic Composition/ESL have functioned autonomously for many years with separate budgets, faculty, curriculum, disciplines, and leadership. The splitting of the department will not negatively affect enrollments in instructional programs of affiliated departments or programs but rather enhance the enrollments. Currently, 100% of the ESL courses/credits are offered on UVU's main campus. Basic Composition, for the most part, is the same with just five percent of courses/credits being offered at the Wasatch and Spanish Fork campuses. Neither department offers classes that are exclusively online.

No staffing changes are necessary for the Department of Basic Composition; however, the Department of English Language Learning (ELL) will require a new leadership structure. The department will now require a department chair and, possibly, an associate/assistant chair. The department will also need to expand the administrative staff (an additional admin II or III) to accommodate growth and work load within the department. Basic Composition and English Language Learning will continue to share an academic advisor. Both departments will remain within University College.

Section IV: Finances

Minimal costs will be associated with this change. Signage, letterhead, business cards, supplies, equipment, etc. can all be absorbed within current budgets. Because of projected steady enrollment figures within the Department of English Language Learning, any new costs associated with the creation of the new leadership and administrative staff will be addressed within the current annual budget.