APPROVAL PROCESS FOR GENERAL SAC RECOMMENDATIONS

Unless already specified by a defined approval pathway (such as for Curriculum, Degrees /Certificates and Instructor Qualifications), or identified as decisions that do not require administrative approval, SAC Recommendations will be reviewed for approval and recorded according to the process described below (operational practice based on Section S701 of the Academic Policies and Standards Handbook, Subject Area Committees).

1. The SAC prepares the recommendation in the form of a Memo, and forwards it to the Administrative Liaison for the SAC, and to the Dean of Academic Affairs. The recommendation will be posted on the SAC Minutes page\(^1\), in a section called: “SAC Recommendations.”

For a single-campus SAC:

2. The Admin Liaison/Division Dean evaluates the request, and forwards it with a recommendation either to approve or not approve\(^2\) to the DOI.

3. The DOI response (approval, or not\(^2\)) is sent back to the SAC and to the Dean of Academic Affairs.

4. If not approved the SAC may appeal to the VPASA.

For a multi-campus SAC,

2. The Admin Liaison evaluates the request, and forwards it to all of the Division Deans with responsibility for scheduling courses in that subject area. Upon collecting input from the Division Deans, the Admin Liaisons forwards it with a recommendation either to approve or not approve\(^2\) to his/her DOI.

3. That DOI sends the recommendation (with Division Dean comments) to the other DOIs. The collective DOI response (approval, or not\(^2\)) is sent back to the SAC and to the Dean of Academic Affairs.

4. If not approved the SAC may appeal to the VPASA.

\(^1\) The SAC Minutes pages are in Spaces, and accessible to all the Division Deans who offer that Subject Area as well as the Dean of Academic Affairs. The Department of Academic Affairs will post the Recommendation and all subsequent responses.

\(^2\) A recommendation to not approve should only be made after the parties have worked collaboratively to reach a compromise, and will include the rationale for recommending non-approval.