To: Enrollment Services
From: Michelle Myers, Provost
Cc: Deans, Registrar, Executive Committees of the Faculty Senate and Faculty Federation
Date: 8 November 2023

Subject: Forthcoming Administratively Implemented Catalog Changes, AY 24-25

This memo addresses catalog changes for AY 24-25 resulting from curriculum placed into teach-out administratively as part of the retrenchment process. Per the Collective Bargaining Agreement, retrenchment is "a process that may be initiated by the University to reduce costs, expenses, liabilities, and to otherwise act to protect the financial health of the University when the University has determined that such actions are necessary due to budgetary or programmatic considerations that require discontinuance, curtailment, modification, or redirection of a College, School, Department, or Campus Center."

Affected Curriculum

Accordingly, the University has determined the following curriculum actions. These actions will be effective with the AY 24-25 catalog; however, changes to the University website, state inventories, Declaration of Major form, and University application will take place as soon as possible.

NOTE: Park will follow its catalog teach-out timeline, which is 3 years for bachelor's degree programs, 1 year for certificates and minors, and 1 year for master's degrees. Summer 2025 will be the final term for certificate or master's degree teach-out, and summer 2027 will be the final term for bachelor's degrees.

Type	Program	Action	Enrolled Students (Fall 2023)
BS	BS, Information and Computer Science, Web Development	Program Revision: Place Web Development Concentration into teach-out status (all other concentrations remain)	13
BS	BS, Healthcare Administration	Place major into teach-out status (**note**: BSBA, Healthcare Administration will remain)	58
BSBA	BSBA, Business Economics	Place major into teach-out status	31
Cert	G Cert, Management Accounting	Place certificate into teach-out status	4
Cert	U Cert, Computer Networking	Place certificate into teach-out status	4

MA	MA, National Security Studies	Place program into teach-out status	17
ME	Master of Education, Language and Literacy	Place program into teach-out status	21
ME	Master of Education, Teacher Leadership, Literacy Concentration	Program Revision: Place Literacy Concentration into teach-out status	0
MSW	Master of Social Work	Place program into teach-out status	49
Minor	Minor, Peace Studies	Place minor into teach-out status	1
Minor	Minor, Citizenship and Service	Place minor into teach-out status	3
Minor	Minor, Global Sustainability	Place minor into teach-out status	5
Minor	Minor, Public Relations	Place minor into teach-out status	5
Minor	Minor, Multidisciplinary Arts	Place minor into teach-out status	2
Minor	Minor, Business Economics	Place minor into teach-out status	7
Minor	Minor, Economics	Place minor into teach-out status	8

Communicating with Affected Students

The Registrar's Office and Deans are currently finalizing messaging to students in affected programs/curriculum areas that will include a schedule of courses for students who can complete within the teach-out window; options for students who wish to move into a different program at Park; or recommendations on transfer opportunities. Student communications will go out to students no later than November 13 and copies will be provided to Enrollment Services leadership for dissemination.

In communicating with all students, we wish to emphasize:

- Park will follow its catalog teach-out timeline, which is 3 years for bachelor's degree programs, 1 year for certificates and minors, and 1 year for master's degrees.
- Only active students are eligible for teach-out (i.e., students who have taken at least one class in the last two calendar years).
- Summer 2025 will be the final term for certificate or master's degree teach-out, and summer 2027 will be the final term for bachelor's degrees.
- Accredited programs will retain their accredited status throughout the teach-out window.
- Students who wish to finish their current programs are advised to remain continuously enrolled and adhere to academic progression requirements.
- In some cases, the Registrar's Office, in consultation with the Deans and program faculty, may utilize course substitutions or independent studies to help students complete within the teach-out window.
- Students who desire to move to different programs or concentrations may remain in the same catalog provided that the desired program/concentration is available in the respective catalog. Otherwise, the student may switch to an active program in the current catalog.
- In the Deans' individual communications to students, a point of contact will be identified. If in doubt, please contact the respective Dean or registrar@park.edu with questions.

Additional Anticipated Changes to the AY 24-25 Catalog

As per Park's normal curriculum governance processes, all curricular changes can be viewed and tracked through approval processes via Curriculog. With that said, we wanted to call your attention to a few planned changes of particular significance. These catalog actions are as a result of normal assessment and continuous improvement processes.

Curriculum placed into teach-out will follow the catalog protocols and timelines for for teach-out. The date by which the approval processes are completed will determine the timeline for student communications.

All items below should be considered provisional and should not be communicated to students until and unless fully executed in Curriculog.

Type	Program	Action
BSBA	BSBA, Digital Marketing	Place major into teach-out status (**note:** BSBA, Marketing, will remain)
BA	BA, Criminal Justice Administration	Place major into teach-out status (**note:** BS, Criminal Justice Administration, will remain)
BS	BS, Social Psychology	Place major into teach-out status
AS	AS, Social Psychology	Place program into teach-out status
BS	BS, Applied Social Sciences	New major under deliberation (replacement for Social Psychology)
Cert	G Cert, Quality and Innovation Mgmt	Place certificate into teach-out status
Cert	G Cert, Finance	Place certificate into teach-out status
Cert	G Cert, Marketing	Place certificate into teach-out status
MA	MA, I/O Psychology	Place program into teach-out status (**note:** This teach-out will conclude Fall 2025)
Cert	UG Cert, I/O Psychology	Place certificate into teach-out status
BA	BA, Communications	Program Revision: Place Multimedia Journalism and Communication Studies concentrations into teach-out status; retain major with no concentrations.