Memorandum

To: Dr. Michael D. Mullen, Vice Chancellor and Dean of the Division of Academic and Student Affairs

From: Travis Park, Department of Agricultural and Human Sciences, Undergraduate Teaching Coordinator

Date: 05 February 2019

RE: Discontinuing 11EXTEDBS

Justification: The Department of Agricultural and Human Sciences requests the discontinuation of the Extension Education major (11EXTEDBS) and its two subplans (11EXTEDAEX and 11EXTEDAEY). This major has experienced perennially low enrollments. At present, only one CALS faculty remains to deliver the courses in the major. Going forward, it is our assessment that prospective extension agents across North Carolina are better served by majoring in one of the other CALS content areas (i.e. horticulture, animal science, etc.) and minoring in Extension Education, which currently exists.

Impact on the Classification: CIP Codes will not be affected by this change.

Impact on Other Programs: Other programs will not be affected by this change.

Impact on Future Students: Effective immediately, the Department requests the University cease admitting students into the Extension Education major as freshmen or transfers. We also ask that it be removed immediately as an option for CODA.

Impact on Current Students: Currently, 12 students are enrolled in the major and 2 additional students have been admitted to start August 2019. Six of students will graduate in May or August 2019. Five other students should graduate in May 2020, with the remaining one current undergraduate to graduate in 2021. With the on-going Extension Education Minor, we will continue to offer the necessary courses that will enable an on-time graduation for these remaining students.

Proposed Effective Date: January 1, 2020 (or earlier if possible)

Sincerely,

Travis Park
Associate Professor
UNIVERSITY OF NORTH CAROLINA
REQUEST TO DISCONTINUE
A DEGREE PROGRAM, SITE OR DELIVERY MODE

Date: February 5, 2019

Constituent Institution: North Carolina State University

Is the program a joint degree program? Yes____ No X____

Title of Authorized Program: Extension Education (BS) Degree Abbreviation: 11EXTEDBS

CIP Code (6-digit): 01.0801 Level: B X____ M _____ I _____ D _____

CIP Code Title: 11EXTEDBS

If the degree program has associated UNC Teacher Licensure Specialty Area Codes that, upon this discontinuation, should be attributed to a different degree program, then complete the following:

<table>
<thead>
<tr>
<th>UNC Teacher Licensure Specialty Area Code (one per line; add as needed)</th>
<th>Degree Program to Receive Specialty Area Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

Term of Proposed Discontinuation (when new students will no longer be admitted):

term Spring year 2020

1. What type of program discontinuation is being requested? (if b/c/d, one or more can be selected)

   a) X____ Discontinue - Permanent. (While course offerings already shared across degree programs may continue, the program components will not become a significant or distinct component of another program. Degree program is discontinued in full in Academic Program Inventory (API), including any approved off-campus sites and alternate means of delivery; requires action of Board of Governors)

   b) _____ Discontinue - Delivery. Eliminate one or more delivery types and keep the program active.
      o _____ On-campus delivery of program
c) Discontinue - Consolidate. Program components will become a significant or distinct component in another degree program (e.g. concentration/track).
   - Existing degree program (BOG approved)
     - Program title, degree, CIP
   - New degree program (Request to Establish and BOG approval generally required)
     - Proposed program title, degree, CIP

If (b) is selected and sites are to be discontinued, please list them (add lines as needed).

Site #1

(address, city, county, state) (date of site authorization by GA)

Site #2

(address, city, county, state) (date of site authorization by GA)

Site #3

(address, city, county, state) (date of site authorization by GA)

2. Explain why the program, site, or delivery mode is being discontinued.
   a. If the program, site or delivery mode addresses high priority needs, how will those needs be addressed by other programs?
      Program does not address a high priority need.
   b. Describe how affected parties (faculty, staff, students) will be informed of the impending closure and, where applicable, of any additional charges/expenses to students.
      Faculty have met and discussed the impending closure of the 11EXTEDBS program. Students will be notified by both email and individual meetings with their faculty advisor.
   c. Describe steps to be taken to allow students enrolled in the program, site or delivery mode to complete their courses of study.
      All students currently enrolled in 11EXTEDBS will be allowed to continue and complete their courses of study. All courses in the major will continue to be taught until the final student
graduates from the program. Enough courses will continue to be taught through the Extension Education Minor to enable students to graduate.

3. Discuss the reassignment of any faculty, staff and EHRA non-faculty, including number of each type of personnel to be reassigned.

   No faculty, staff, or EHRA non-faculty have been or will be reassigned.

4. Discuss the discontinuation of the employment of any faculty, staff and EHRA non-faculty, including number of each type of personnel to be discontinued.

   No faculty, staff, or EHRA non-faculty have had or will have their employment discontinued.

5. Discuss reallocation or reduction of costs resulting from each discontinuation(s), including specific amounts related to each discontinuation.

   Recruitment and advising efforts from 11EXTEDBS will be reallocated to the Extension Education Minor and delivery of graduate courses in the master's degree in Agricultural and Extension Education. The current .65 FTE of academic programs related to the 11EXTEDBS will be reallocated to the Extension Education Minor and graduate courses in AEE.

6. Name, title, telephone, and e-mail of contact person for this notification of discontinuation:

   Travis Park, Associate Professor and Undergraduate and Transfer Coordinator, Agricultural and Human Sciences, 919.515.9441, tdpark@ncsu.edu

This request to discontinue a degree program, delivery mode, or site has been reviewed and approved by the appropriate institutional committees and authorities.

Signature of Chief Academic Officer: [Signature] 6/1/19

Signature of Chief Academic Officer (Joint Campus partner) ______________________________
Program Discontinuation: BS in Extension Education
North Carolina State University
Routing for On-Campus Approval of Other Degree Program Actions

This request has been reviewed and approved by the appropriate campus committees and authorities.

**Completed Proposal**

**Endorsed By:**

See original routing form 02/13/19
Head, Department/Program Date

**Recommended By:**

See original routing form 02/15/19
Chair, College Curriculum Committee Date

**Endorsed By:**

See original routing form 02/14/19
College Dean Date

Proposal moves to Undergraduate or Graduate office for routing
**Recommended By:**

Vice Provost, DELTA (if DE degree/certificate) Date

**Recommended By:**

See original routing form 03/27/19
Chair, University Courses & Curricula Committee or Administrative Board of the Graduate School Date

**Approved By:**

See original routing form 03/27/19
Dean, DASA or the Graduate School Date

Proposal moves to the Executive Vice Chancellor and Provost's office for routing
**Recommended By:**

[Signature] 6/13/19
Council of Deans Date

**Approved By:**

[Signature] 6/13/19
Executive Vice Chancellor and Provost Date

**Approved By:**

Chancellor

*Updated 04/11/2019*
Routing for On-Campus Approval of Degree Program Actions

Type of Action: Enter "X" for Action Type(s) and list Title and Prefix(es) as indicated

- New Degree Program
- New Certificate Program
- New Minor Program
- Change in Degree Program Title
- Change in Certificate Program Title
- Change in Minor Program Title
- Change in Course Prefix
- Program Discontinuation

Responsible College(s): CALS
Program Contact Name: Travis Park
Proposed SIS Curriculum and CIP Code: NECTEDBS/01.0801

Routing of Action: Indicate by date when the following occurs.

Completed Request to Plan and 1-page Concept Paper submitted to Council of Deans

__________ Council of Dean's Meeting - Approval to Plan granted

Completed Request to Plan:

02.13.19 Department Head endorses (signature required)
15.28.19 College Curriculum Committee recommends (signature required)
2.14.19 College Dean endorses (signature required)

Request moves to Undergraduate or Graduate Office for routing:

__________ Recommended by Vice Provost, DELTA (if DE degree) (signature required)
__________ Substantive Change Review Committee (SCRT) reviews
__________ (If SACS notification is required, SCRT prepares letter draft for Chancellor to send to SACS

3.21.19 University Courses and Curricula Committee or Administrative Board of the Graduate School recommends (signature required)
3.27.19 Dean, DASA or Graduate School approves (signature required)

Request moves to Executive Vice Chancellor and Provost's Office for routing:

__________ Vice Provosts informed
__________ Deans’ Council recommends (signature required)
__________ Executive Vice Chancellor and Provost approves (signature required)
__________ Recommended by Chancellor's Executive Officers (EOM)
__________ University Council informed
__________ Presented to Board of Trustees subcommittees (Academic & Personnel and Finance & Planning)
__________ Chancellor approves (signature required)
__________ SCRT Liaison prepares SACS letter for substantive change as applicable (approval or notification)

Notes:
Request submitted to UNC-GA by Provost’s Office via PREP or MOA or MOU as appropriate

Responsible Department(s): Agricultural & Human Sciences
Contact email: tdpark@ncsu.edu
Proposed Effective Date: 07.01.2019