

# NEW/CHANGE SUBJECT DESIGNATOR REQUEST FORM

EFFECTIVE TERM: \_\_\_\_\_ (must be a future term, preferably in Fall)

*\*Curriculum process and state approval can impact final effective term.*

DATE SUBMITTED: \_\_\_\_/\_\_\_\_/\_\_\_\_

Your Academic Org: \_\_\_\_\_ (Ex. ENGL\_D)      Your School: \_\_\_\_\_

## **CHANGE REQUESTED BY DEPARTMENT** (Check all that apply):

**New Subject\*** (not replacing a previous subject): \_\_\_\_\_ Dept. Budget ID: \_\_\_\_\_ (Ex. 150100)

**Replace/Change Subject Code** (there is course history)    Old Subject: \_\_\_\_\_    New Subject: \_\_\_\_\_

\_\_\_ For **all** existing courses

\_\_\_ For only **some** existing courses (list impacted courses in detail below)

*Board approval is required for the first two check boxes (new or changing subject codes) whereas, the Subject moving Academic Orgs can happen without Board approval. It is possible to request a new subject code for the course outline database, but board approval is required to create a new subject code in PeopleSoft.*

**Subject Moving Academic Orgs.**    Old Acad. Org.: \_\_\_\_\_    New Acad. Org.: \_\_\_\_\_

\_\_\_ Needs pre-approval from Vice President of Academic Affairs.

\_\_\_ Attach Fiscal Form "Request to Add or Revise Department in PeopleSoft" if adding or revising a department ID number.

\_\_\_ Confirm that the list of faculty that are to be relocated are attached including names and employee IDs.

\_\_\_ Please work with Brent Gilmore, Director of Academic Services, to get the following data:

Est. FTEF (Faculty) for the Subject: \_\_\_\_\_      Est. FTES (Students) for the Subject: \_\_\_\_\_

Full-Time FTEF: \_\_\_\_\_      Hourly FTEF (Overload & PT): \_\_\_\_\_

Est. Hourly Instructional Expenses for the Subject: \_\_\_\_\_

## **RATIONALE** (Why are you creating or changing this subject designator?):

## **DETAIL OF CHANGE** (List impacted courses with their original subject codes and faculty that need to be assigned to the new subject code by HR.)

\_\_\_ Attachment is included with this form with more detail.

\*Full-time faculty who are currently employed by LBCC must complete the [Competency Application](#) to be added to the discipline list of any newly created subject. Part-time faculty should contact Kim Slany (kslany@lbcc.edu)

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### SIGNATURES:

Department Head	Date	Curriculum Chair	Date
School Dean	Date	Dean of Academic Affairs	Date

\*\*Return signed form to Curriculum Database Specialist at mail code G-13 or email to [fguerrero@lbcc.edu](mailto:fguerrero@lbcc.edu)\*\*

**INTERNAL USE ONLY** – Curriculum Database Specialist will fill out this section

Date Received from Dept.: \_\_\_/\_\_\_/\_\_\_\_\_

Effective Date for PeopleSoft: \_\_\_/\_\_\_/\_\_\_\_\_

General Impacts Checklist:

- Curriculum Process (Curriculum Chair)
- Outline database needs to be updated (Database Specialist)
- Subject Table in PeopleSoft need to be configured (Brent Gilmore or Nancy R.)
- Inactivate old subject designator (Brent or Nancy R.)
- Faculty need to be assigned to subject (HR)
- Reporting needs to be adjusted (Academic Services/Brent/IE/Andrew)

If Subject Is Changing Departments:

- Classrooms need to be identified and reassigned to a new Academic Org (Brent)
- Budget for Academic Org needs to be addressed (attach Fiscal Services Dept. Change Form) (Brent)
- Who's Who document needs to be updated (Heather K.)

On All Changes:

- Notify HR Manager, Dir. Of Academic Services, Budget Officer (Sem), IE (Andrew), Articulation Officer (Trevor), and IITS (Jonah Lopez)

Curriculum Specialist Signature: \_\_\_\_\_

Date: \_\_\_\_\_