

## **EXISTING PROGRAM: SUBSTANTIVE PROGRAM MODIFICATIONS**

Guidelines effective Spring 2004.

1. The VPAA reviews proposed modifications with the Senior Administrator and then places proposals on her/his university web site for three weeks for review and comment by other AAC members. The VPAA will notify (email and fax) the Senior Administrator and AAC members when the material is available for review. AAC comments will be sent to the VPAA and Senior Administrator.
2. If needed, an AAC discussion will be scheduled. Otherwise, the Senior Administrator will consult with the VPAA and then make a recommendation to the Executive Director. The Executive Director will inform the BOR of his decisions as part of the Executive Director's Interim Actions report.
3. Total process time for AAC comment and BOR office action—5 weeks. Actions will be reported to the BOR at their first meeting subsequent to the decision.