1. Names of all affected units.
2. New staffing expectations (include CVs for any current staff to be associated with this unit), and the status of existing faculty in the affected units.
3. Relationships with other existing units.
4. Plan for governance, if applicable.
5. Budget details, including any anticipated savings and specification of any new needs arising from the actions.
6. Relevant resolution, including a "Resolved" paragraph specifying the name of the program(s) to be discontinued or reorganized, the degree(s) awarded, the HEGIS number(s) and State program code(s) (all as listed in the State's Inventory of Registered Programs), and the effective date (when the program(s) will be removed from the State Inventory or offered in the new combination). The "Explanation" should indicate whether there are any students currently enrolled in the program(s) and, if so, when they are expected to complete the program(s). In the case of a program closure, the effective date should be set to allow currently enrolled students to complete the program, unless alternative arrangements have been made (e.g., transfer to a related program or a similar program at a different campus).
7. Details about the reassignment of faculty and a plan for what will occur if students do not complete the program by the closure date should be part of the proposal. In the event of the latter, the CUNY Central Office will ask the State Education department to extend the date to accommodate the last enrolled students.

Example of a Resolution for Discontinuing a Program:

DISCONTINUATION OF THE B.A. IN COMMUNICATIONS PROGRAM

RESOLVED, that the program in Communications leading to the B.A. degree at XYZ College (HEGIS number 0601, State program code 12345) be deregistered, effective September 1, 2010.

EXPLANATION: The B.A. in Communication programs has been losing enrollment for several years as faculty have retired and not been replaced, and the College’s priorities have shifted. Admissions to the program were suspended with the fall semester, 2009. At its meeting of November 3, 2008, the Senate voted to suspend all further admissions to the program and to discontinue the program when currently enrolled students complete their degrees. All currently enrolled students are expected to complete their degrees by the end of the spring semester, 2011.