

Program Deactivation Requests

April 24, 2012

MEMORANDUM

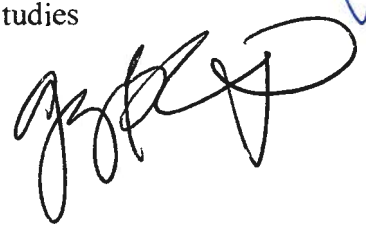
TO: Dr. Karen Butler-Purry
Associate Vice President for Graduate Studies

FROM: George B. Cunningham
Associate Dean for Academic Affairs

SUBJECT: GC Agenda Item

Approved GC:

6-20-12



The College of Education and Human Development would like GC to review the attached request for the deactivation of the MS/MED in Career Development option in Educational Psychology. The request was approved by the college GIC at its April 20th meeting. Please let me know if you have any questions or concerns.

To: GIC

From: Dr. Victor Willson
Professor and Head, Educational Psychology

A handwritten signature in blue ink that reads 'Victor Willson'.

Through: Dr. George Cunningham
Associate Dean, College of Education and Human Development

Re: Deactivation of MS/MED Career Development option in Educational Psychology

Date: April 3, 2012

This memo is to request deactivation of the MS and MED Career Development option in the Educational Psychology program. The Department of Educational Psychology is not currently allowing students to be admitted to the program and has not for some time. A review of departmental records shows a total of four Master's graduates and eight doctoral graduates from this program, with the last student graduating in 2006. As the department does not currently have any students enrolled in this program, and we no longer plan to accept students to this program we are formally requesting that the career development option be terminated. If you have any questions or concerns about this request, please contact me at v-willson@tamu.edu or 979-845-1394.

1. Date of closure

August 31, 2012

2. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure.

The remaining students will complete their degree this August. All faculty and staff are being retained in the department in support of other programs in the department, including bachelor degrees.

3. An explanation of how students will be helped to complete their programs of study with minimal disruption or additional expense.

There will be no distribution or additional expense as students will complete before closure.

4. Signed copies of teach-out agreements with other institutions, if any.

There are no agreements with other institutions.

5. How faculty and staff will be redeployed or helped to find new employment.

No faculty or staff will be redeployed as they will continue to support the other programs in the department.

6. If closing an institution, arrangement for the storage of student records, disposition of financial resources and other assets.

N/A

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and transfers between accounts.

Secondly, the document highlights the need for regular reconciliation. By comparing the company's internal records with bank statements and other external sources, discrepancies can be identified and corrected promptly. This process helps in detecting errors, fraud, and unauthorized transactions, thereby safeguarding the company's assets.

Thirdly, the document stresses the importance of timely reporting. Financial statements should be prepared and reviewed on a regular basis, such as monthly or quarterly. This allows management to monitor the company's performance, identify trends, and make informed decisions. It also ensures compliance with regulatory requirements and provides stakeholders with up-to-date information.

Finally, the document discusses the role of internal controls. These are policies and procedures designed to prevent and detect errors and fraud. A strong internal control system is essential for ensuring the accuracy and reliability of financial information. It involves segregation of duties, authorization of transactions, and regular audits.

COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

DEPARTMENT OF HEALTH & KINESIOLOGY

Richard B. Kreider, PhD, FACSM, FISSN
Professor & Head, Thomas A. and Joan Read Endowed Chair for Disadvantaged Youth



MEMORANDUM

To: GIC
From: Richard B. Kreider, PhD, Head
Department of Health & Kinesiology
Through: Dr. George Cunningham
Associate Dean, College of Education and Human Development
Re: Deactivation of MED degree program in Health and Kinesiology
Date: April 24, 2012

Approved GC:
6-20-12
[Signature]

rk

This memo is to request deactivation of the MED degree program in the Department of Health and Kinesiology. The Department of Health and Kinesiology is not currently allowing students to be admitted to the program and has not for the past year. A review of departmental records indicate that two student are currently in the program with expected graduation dates of Summer, 2012. As the department no longer has plans to accept students to this program, we formally request that MED option be terminated effective January 1, 2013. This date will allow current students the opportunity to complete their degree requirements. If you have any questions or concerns about this request, please contact me at rkreider@hlkn.tamu.edu or 979-845-1333.

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TAMU 4243
College Station, TX 77843-4243

Tel. 979.845.1333 Fax: 979.847.8987
rkreider@hlkn.tamu.edu
hlknweb.tamu.edu

Deactivation of MED degree program in Health and Kinesiology

1. Date of closure

January 1, 2013

2. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure.

The remaining students will complete their degree this August. All faculty and staff are being retained in the department in support of other programs in the department, including bachelor degrees. We will make an announcement to faculty, staff, and graduate students via e-mail once the program is officially deactivated.

3. An explanation of how students will be helped to complete their programs of study with minimal disruption or additional expense.

We currently have one student in the program who is scheduled to complete the degree in the August of 2012. There will be no distribution or additional expense as students will complete before closure.

4. Signed copies of teach-out agreements with other institutions, if any.

There are no agreements with other institutions.

5. How faculty and staff will be redeployed or helped to find new employment.

No faculty or staff will be redeployed as they will continue to support the other programs in the department.

6. If closing an institution, arrangement for the storage of student records, disposition of financial resources and other assets.

N/A