
Memorandum to Presidents

Date: March 14, 1979

Vol. 79 No. 3

From: Office of the Vice Chancellor for Academic
Programs, Policy and Planning

Subject: Undergraduate Academic Program Reviews

You are well aware of the priority of the Board of Trustees that there be "rigorous and periodic review of authorized academic programs, conducted through campus-based procedures." We are writing to you with regard specifically to the on-going review of undergraduate programs. Many of these reviews have been completed and numbers of them are being forwarded to this office in accordance with prior guidelines.

After discussion with the Undergraduate Academic Review and Coordinating Council and the Council of Presidents, we have concluded that it is inappropriate for each detailed program review document to be submitted to this office since we are not in a position to act on the results of these reviews. Rather, we believe that substantive consideration of these reviews should take place at the campus where the responsibility lies for dealing with their implications. It is our view that the interpretation and analysis of these program reviews is a stewardship function of each campus administration; we are willing to abide by the judgments that each administration may make. Should your review and analysis result in the possible discontinuance of an offering, please keep in mind the procedure for the elimination of an academic program, set forth in Memorandum to Presidents, Vol. 76 No. 27.

May we ask, therefore, that instead of forwarding the reviews here, they be retained on campus and that either the President or the Academic Vice President send us a brief summary comment of each review. We are thinking of a one-page summary that would include the following: identification of the program reviewed; a general statement describing the quality of the program; an indication of the problems or weaknesses found, if any; and, the schedule and the plans of the campus to address these problems. Please indicate whether each review follows the program review plan you have filed with us with respect to format and the stated timetable. It would be helpful if any reviews conducted during an academic year could reach us by May 1 of that year.

Memorandum to Presidents
March 14, 1979

79-3
Page 2

In view of this change of procedure, we will attempt to comment on those reviews already submitted here under the previous procedure, but it may be some time before we can complete the responses.

Please advise my office if you have any problems with this procedural change.



James E. Perdue

This memorandum addressed to:
Presidents, State-operated Campuses
Presidents, Community Colleges
Deans, Statutory Colleges

Copies for information only to:
Acting President Odle
Vice President Cook

Title 8
Official Compilation of Codes, Rules and Regulations
of the State of New York

Part 311

Public Access to Records of
State University of New York

Section 311.1 Designation of records access officer.

(a) The Chancellor for the central administration of the university and the chief administrative officer of each state-operated institution are responsible for insuring compliance with the regulations herein. For the purposes of central administration of the University, the Vice Chancellor for University Affairs, State University Plaza, Albany, New York 12246, shall serve as records access officer. A records access officer shall be designated by the chief administrative officer of each campus. The name, title and business address of the records access officer may be obtained from the office of the chief administrative officer of each campus.

(b) Records access officers are responsible for insuring appropriate agency response to public requests for access to records. The designation of records access officers shall not be construed to prohibit officials who have in the past been authorized to make records or information available to the public from continuing to do so.

Records access officers shall insure that personnel:

- (1) Maintain an up-to-date subject matter list.
- (2) Assist the requester in identifying requested records, if necessary.
- (3) Upon locating the records, take one of the following actions:
 - (i) Make records available for inspection; or,
 - (ii) Deny access to the records in whole or in part and explain in writing the reasons therefor.
- (4) Upon request for copies of records, make a copy available upon payment of fifteen cents per page.
- (5) Upon request, certify that a record is a true copy; and
- (6) Upon failure to locate records, certify that:
 - (i) the university or campus is not the custodian for such records,
or
 - (ii) the records of which the university or campus is a custodian cannot be found after diligent search.