



**Latin American and  
Caribbean Studies Institute**

*Franklin College of Arts and Sciences*

**UNIVERSITY OF GEORGIA**

April 27, 2017

Office of Curriculum Systems  
319 New College  
Athens, GA 30602

Dear Associate Dean Martin-Williams,

The Latin American and Caribbean Studies Institute is requesting that its undergraduate LACS Certificate be terminated and removed from the UGA Bulletin. The undergraduate certificate was replaced by the LACS Major and Minor degrees, and as of May 2017, the final undergraduate student seeking a certificate will graduate.

In order to prevent any confusion for incoming undergraduate students and advisors from other majors, we would like to request the removal before the new academic school year begins. Please let me know if you would like any supporting documents.

Sincerely,

Richard Gordon  
Professor and Director  
Latin American and Caribbean Studies Institute  
University of Georgia  
rgordon@uga.edu

# OUTLINE FOR DEACTIVATION OR TERMINATION OF A GRADUATE OR UNDERGRADUATE DEGREE PROGRAM

## I. Basic Information

1. Institution \_\_ University of Georgia \_\_\_\_\_ Date \_\_ 07/25/17 \_\_\_\_\_

2. School/College \_\_ Franklin \_\_\_\_\_

3. Department/Division \_\_ Latin American and Caribbean Studies Institute \_\_\_\_\_

4. Program

Degree \_\_ Undergraduate Certificate \_\_\_\_\_

Major \_\_ Latin American and Caribbean Studies \_\_\_\_\_

5. Deactivation \_\_\_\_\_ or Termination \_\_\_\_\_ x \_\_\_\_\_

6. Last date students will be admitted to this program \_\_ Spring 2016 \_\_\_\_\_

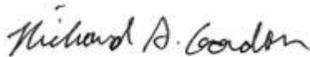
7. Last date students will graduate from this program \_\_ Spring 2017 \_\_\_\_\_

8. Abstract of the deactivated or terminated program

*Provide a brief summary of the deactivated or terminated program that includes an overview and highlights of the response to the criteria in Section II.*

The number of students receiving the undergraduate certificate has always been small, and has declined further in recent years. The Latin American and Caribbean Studies Institute also offers a minor, which we view as both more rigorous than the certificate (the minor involves 18 hours of coursework versus 15 for the certificate) and more flexible, in that the minor may be more easily tailored to students' individual interests given its structure. In order to eliminate confusion and focus more effectively on what we believe to be the stronger program, we request the termination of the certificate.

9. Signatures



Department Head

\_\_\_\_\_  
Dean of School/College

\_\_\_\_\_  
Dean of Graduate School

## II. Conditions for Deactivating or Terminating Programs

The deactivation (temporary suspension) or termination (discontinuation) of programs is expected to address satisfactorily the conditions listed below in order to be approved and implemented within the University of Georgia. Please provide sufficient information to confirm each condition.

1. Provide copies of the studies and decisions that warrant deactivation or termination of the program.

Negative enrollment trends are documented in our records of undergraduate certificate recipients (three in the 2010-2011 academic year, five in the 2011-2012 academic year, two in the 2012-2013 academic year, six in the 2013-2014 academic year, two in the 2014-2015 academic year, one in the 2015-2016 academic year, and one in the 2016-2017 academic year). LACSI's Curriculum Committee voted on 5/26/16 to terminate the certificate.

2. State the reasons for deactivating or terminating the program.

The Latin American and Caribbean Studies Institute also offers an undergraduate minor, which is both more rigorous than the certificate in terms of coursework (18 credit hours vs. 15) and more flexible, in that students can choose from a much wider range of interdisciplinary courses on Latin America to craft a program of study that better responds to their academic and career interests and their other program(s) of study. In order to avoid confusion and focus LACSI's energies on the stronger program, we request the termination of the certificate.

3. State the plans for allowing those students already in a program to complete degree requirements, including specific information on a.) how students will be notified of the program termination and b.) how students will be counseled on completing the program.

LACSI will contact advisors for majors that have previously contributed the largest number of students pursuing an undergraduate certificate, such as Spanish, Anthropology, International Affairs, and Business, to notify them of the termination. When appropriate, the LACSI advisor will consult with students individually.

4. What will be done to minimize the impact or termination of the program upon the personal and professional lives of the faculty and staff involved, specifically a.) how will faculty and staff be notified of the termination and b.) how will faculty and staff be re-deployed?

Budgeted faculty will be notified via LACSI executive committee meetings, while core and affiliate faculty will be notified via the LACSI listserv. Redeployment of faculty and staff will not be necessary, beyond requesting that the LACSI advisor redirect students potentially interested in the certificate to consider pursuing a minor.

5. What will be done to insure that deactivation or termination of the program does not weaken other programs (graduate, undergraduate, or professional) for which the department may be responsible?

The elimination of the undergraduate certificate, far from weakening LACSI's other offerings, will streamline them, allowing us to focus on recruitment and retention in the major and minor and simplifying advising duties. Students who wish to pursue a focus in Latin American and Caribbean Studies without earning a major will have a clearer path forward.

6. What plans, if any, is there for subsequent reactivation or reinstatement, respectively, of the deactivated or terminated program?

None.