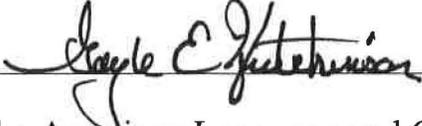


**Office of the President
California State University, Chico**



Executive Memorandum 19-036

December 19, 2019

From: Gayle E. Hutchinson, President 

Subject: Approval to Change the Name of the American Language and Culture Institute

Upon the recommendation of the Academic Senate and with the concurrence of the Provost, I approve changing the name of the American Language and Culture Institute to the American Language and Culture Immersion. The program will continue to use the abbreviation "ALCI" and this change will be effective immediately.

Policy Title:	EM 19-036 Approval to change the name of the American Language and Culture Institute
Contact:	Regional and Continuing Education
Supersedes:	
Revision:	
Enabling Legislation or Executive Order:	

College, Department, or Unit Name Change

Current Name: American Language & Culture Institute
Proposed Name: American Language & Culture Immersion

Complete only if applicable:

Propose Abbreviation to: ALCI

Propose Course Subject Abbreviation to:

Rationale for Change (attach additional pages if needed):

Please see attached rationale.

Signatures Required

The Department of _____
has reviewed and approved this name change

Department Chair (or unit coordinator, director, etc)

Date

~~The College of~~ RCE
has reviewed and approved this name change

Clare Van Ness
College Dean (or chief administrator for unit)

10/30/19
Date

Send signature page with proposal attached to Curriculum Services at zip 128

Curriculum Review Completed

10/30/19

Date

Note: The department will be notified of EPPC review date.

The American Language & Culture Institute (ALCI) is the campus' non-credit, intensive English as a Second Language program that began as a corporate contract through the Research Foundation in 1979. Regional & Continuing Education administers the ALCI program through a Chico State Enterprises program account.

ALCI does not meet the Chancellor's Office guidelines for what constitutes an Institute (CO Coded Memo [AA-2014-18](#)). CSU, Chico's Interim Executive Memorandum [19-026](#) regarding oversight of Complementary Units defines a complementary unit as "a unit or department operating relatively independent of existing departments or units as assessed by the use of a distinct mission, budget, and program goals" and defines an institute as a complementary unit that has a strong connection to the external community. ALCI does not stand distinctly on its own as a separate entity and does not have a strong connection to the external community.

We wish to change the name of the ESL program to remove the word 'Institute' and replace it with 'Immersion' to retain the ALCI acronym and branding and to reflect the immersive nature of the program.