ACADEMIC SENATE
Executive Committee
REFERRAL FORM

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Date:	**11/19/2025**
To:	**Academic Programs Committee**
From:	Academic Senate Executive Committee
Subject:	Academic Senate Referral
Classification	**AP-013-256**
Title of Referral:	**Footwear Design and Merchandising Minor Discontinuation**
Background:	See attached referral request form. Additional background provided by the Executive Committee: None.
Recommended resources:	See attached referral request form and supporting documentation. Additional resources recommended by the Executive Committee: None. For the Committee's Report on this referral, please list in separate sections, the resources recommended, and resources actually consulted. If a resource was not consulted, briefly state why.
Review and recommend:	Review and recommend as appropriate.
Date required for presenting committee report to the Executive Committee:	**3/11/2026**

Your Name: Ashley Ly

Your Email: atly@cpp.edu

Title of Referral: Footwear Design and Merchandising Minor Discontinuation

Names and Titles of Proponents:

Keywords: Footwear, Design, Merchandising, Minor, Discontinuation

Is there a deadline by when this referral needs to be considered by the Academic Senate?

Deadline Date:

Justification for Deadline:

Background:

Request to Discontinue Footwear Design and Merchandising Minor
The Footwear Design and Merchandising minor has not been active in recent academic years. No courses regarding the topic have been offered, and no students are currently enrolled in or pursuing the program. As a result, the minor has had no measurable impact on student learning or program outcomes within the department. Given the lack of course offerings, student demand, and relevance to the current curriculum structure, the minor no longer contributes significantly to the overall mission or strategic goals of the program.

The minor has not played a role in supporting the department's core academic mission because it has not been active in recent years. Its inactivity has no adverse effect on the quality or integrity of the primary degree programs. The program continues to provide comprehensive and relevant instruction through its existing curriculum in apparel design, product development, and merchandising, ensuring that students receive a well-rounded and industry-aligned education without reliance on the discontinued minor.

The Footwear Design and Merchandising minor has shown no student enrollment or course activity in recent years; therefore, it lacks measurable demand. Because there is no student enrollment or course offering, the program does not generate FTES or justify instructional resources. Therefore, it cannot be considered cost-effective compared to active programs in the discipline that demonstrate measurable student demand and productivity.

The discontinuation of the Footwear Design and Merchandising minor will have **no impact on the future employment status of faculty or staff**. The courses associated with the minor have not been offered in recent years, and no faculty have current teaching assignments, workload, or release time related to the program. All faculty involved are fully engaged in the department's core instructional areas, such as fashion design, product development, textiles, and merchandising, which continue to have strong student enrollment and program demand. Therefore, eliminating the inactive minor will not affect faculty workload, reassignment, or employment security.