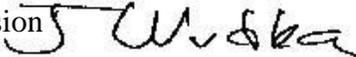




January 29, 2014

To: Lynda Bell, Chair Graduate Council  
Mariam Lam, Chair Committee on Committees  
Richard Smith, Chair Committee on Courses  
Ziv Ran, Chair Committee on Rules & Jurisdiction

Erica Edwards, Chair CHASS Executive Committee  
John Levin, Chair GSOE Executive Committee  
Barry Mishra, Chair SOBA Executive Committee  
Akula Venkatram, Chair BCOE Executive Committee  
Ameae Walker, Chair SOM Executive Committee  
Gillian Wilson, Chair CNAS Executive Committee

Fr: Jose Wudka, Chair  
Riverside Division 

**Re: Creation of Joint Administrative Senate Committee for Summer Session**

Please see the attached proposal for regulation to establish two new committees for advising and managing the summer session at UCR. The Committee on Educational Policy presents the proposal to replace the existing Summer Session Steering committee.

Please submit your committee comments and response by March 3, 2014.

## **Creation of Joint Administrative Senate Committee for Summer Session Riverside Division of the Academic Senate**

The purpose of this proposed regulation is to establish two new committees for advising and managing the summer session at UCR. These new committees would replace the existing Summer Session Steering committee with the responsibilities of the latter being divided between the new committees according to whether they represent academic or administrative (resource) issues. The membership of these committees, which represent both the Administration and Senate, will be ex-officio, except for the members representing the Committee on Educational Policy and Course, who will be appointed by the Committee on Committees for a renewable one-year term. All members have voting rights. It is anticipated that each committee will meet once per quarter with additional meetings scheduled if needed. No official report on the activities in these committees will be filed with the Senate. Instead, the Senate members will report back to their representative committees. All staff support for these committees will be provided by the administration.

The charges and membership for each committee are described below.

### **Academic Steering Committee Summer Sessions and Special Programs**

#### Charge

The charge of this committee is to advise Summer Sessions' on its academic integration as UCR's non-mandatory, open enrollment fourth quarter. The committee will provide guidance and recommendation to Summer Sessions on; the coordination of summer's academic objectives with the campus' academic objectives; supporting student success; and on summer policies, procedures, and practices. To help meet this charge, the Steering Committee may form any subcommittees, with additional members, which it deems necessary and appropriate.

#### Membership

- *Co-Chair*: Vice Provost of Undergraduate Education
- *Co-Chair*: Member from Academic Senate representing Committee on Educational Policy
- Member from Academic Senate representing Committee on Courses
- Associate Dean, BCOE
- Associate Dean, CHASS
- Associate Dean, CNAS
- Associate Dean, GSoE
- Associate Dean, SoBA
- Administrative Director, Summer Session
- Registrar

### **Administrative Steering Committee Summer Sessions and Special Programs**

#### Charge

The charge of this committee is to identify issues related to meeting the demands of a State-Funded Summer Sessions and to develop recommendations responding to those issues. Recommendations should include the identification of any process reengineering that must occur, system improvements that are necessary, and the appropriate division of workload between C&C, SBS, UE, VCSA, and Summer Session offices. To help meet this charge, the Steering Committee may form any subcommittees, with additional members, which it deems necessary and appropriate.

### Membership

- *Co-Chair*: Associate Vice Chancellor, Enrollment Management
- *Co-Chair*: Associate Vice Chancellor, Resource Management and Analysis
- Vice Chair of the Academic Senate
- Administrative Director, Summer Session
- Director, Financial Aid
- Director, SBS/Cashiers
- Registrar

### **Justification**

Several years ago, an Administrative Steering Committee was temporarily established to help guide Summer Sessions' migration from a self-supporting unit to a State subsidized fourth quarter. During the intervening years, the members of the committee have found it an excellent vehicle to guide the summer quarter's administrative development beyond its initial purpose, and they unanimously agreed to continue the committee indefinitely. As the summer quarter plays an ever-increasing role for UCR's matriculated students, it is important to ensure its academic facets adequately support student success, as well as work in harmony with the regular quarter academic policies and practices. Also, the size and complexity of the summer program has increased to the point where separating the committee's purview into two committees each with more appropriate streamlined membership will increase the efficiency of the overview process. While the Senate is represented on the present steering committee by the Division's Vice Chair, its representation will increase with the appointment of two more members, one from Committee on Educational Policy and one from Course, to the Academic Steering committee. The Associate Deans responsible for student affairs from each college and school are needed to better coordinate the college/school and summer session objectives. The proposed committees do not replace any functions now performed by standing senate committees. This sentiment has been put forward by numerous academic entities on campus, and the office of Summer Sessions fully endorses these recommendations.