Guidelines for Approval of Proposed Changes in Undergraduate Programs and Establishment of New Undergraduate Academic Programs

The following guidelines are provided by the Committee on Educational Policy (CEP) to indicate what information is used in reviewing proposals to establish new undergraduate academic programs and proposals to change existing programs. After the guidelines, a short description of the review process is given.

New Academic Programs

A proposal for a new academic program should include the following information:

1. Name of the academic program and the department or unit that will administer the program.
2. A thorough justification is necessary. Motivation for the creation of the program in terms of student interest and professional or academic importance.
3. Relationship of the new program to existing programs.
4. The proposed curriculum. Great care should be given in this area, correct rubrics should be listed for courses, all cross listings should be listed, unit total considerations should be taken into account and totals should be verified by program staff, faculty, and appropriate Executive Committee personnel.
5. A list of faculty who will be involved in the program, including those teaching, advising, and administering.
6. For interdisciplinary programs, the degree of participation and the role of each department must be explicitly described. The chairs of all participating departments must provide written approval for the creation of the program and indicate their commitment to provide necessary resources including faculty release.
7. Projected enrollment in the program.
8. Name of degree, if applicable, and the anticipated number of degrees to be granted when the program reaches steady state.
9. Potential impact of the new program on existing programs. If the proposed program includes required courses from a department other than the administering department, the proposal must include a statement from the department indicating that it has consulted and that it will provide access to the required courses.
10. A full listing of resources required for start up and for operations. In cases where no additional resources will be needed, this must be explicitly stated. This listing may include: personnel (faculty FTE or temporary positions, Teaching Assistants or Readers, administrative staff, technical support); support services including computer facilities and library resources; space requirements. A plan indicating how the sources will be obtained would also be helpful to the committee in reviewing the proposal. As well, a letter of support from the College Dean and/or Executive Vice Chancellor-Provost indicating endorsement as well as a promise of support for the proposal would be extremely helpful.
11. Supporting letters should be provided with the proposal and some should be included from other UC campuses or other peer institutions. Letters from off campus help to establish the quality of the program and its fit within the other universities in the area. Upon consultation with the CEP the demand for external letters may be waived.

12. Approvals from program faculty, College faculty (where applicable), and the appropriate Executive Committee should be obtained before forwarding the new program to the attention of the Senate Analyst in charge of assisting the Committee on Educational Policy.

13. Ideally, all proposals for new programs will be given to the CEP well before the middle of March of the academic year prior to the fall quarter the proposed program is anticipated to go into effect. This schedule will allow for staff audit of the proposal, CEP’s thorough review and if necessary, any questions to be answered by the program, a vote by the CEP and then a forward to the Division for consideration at the May Division meeting.

Change in Existing Academic Program

1. The requesting program should obtain the Word document with the exact current catalog copy from the Catalog Department. This should go into a two column format with the Present side being the current catalog copy (on the left) and the Proposed side being the new language (on the right). On the Present side, strikethrough should be used to cross out affected areas and on the Proposed side, underline function should be used to note new wording. Please see Attachment A for the format of the proposal.

2. Program and Executive Committee staff and faculty should take great care to proof read the revisions, recalculate units, and provide a thorough justification for the changes. As regards to the justification, it is helpful to reviewing parties if the program addresses the motivation for the change, the anticipated impact of the change on student participation in the program, and the resources required by the program. In addition, the way in which the change will be implemented with respect to students already in the program should be specified.

3. If the proposed changes include newly required courses from other programs, then a statement should be made in the Justification that the department has been consulted and has agreed to provide access to those courses.

4. All proposals for changes in curriculum should be submitted as early in the academic year as possible, if the anticipated start date for the revision is fall of the following year. Ideally, this is well before the middle of March of the prior academic year. Changes should be sent to the Senate Analyst who supports the CEP and will audit the proposal and forward to CEP for review and vote, before it ultimately is put on the Fall, Winter, or Spring Division meeting calendar.
The Approval Process

The Universitywide Review Process for Academic Programs, Academic Units, and Research Units (also known as the Compendium) states that “All actions involving undergraduate degree programs are carried out on the nine established campuses. That is, creating a new undergraduate degree program, changing the name of an existing undergraduate degree program, and consolidating, transferring, or discontinuing an existing undergraduate degree program are campus decisions and there is no systemwide review of them. If approved by the responsible divisional Academic Senate committee and supported by the campus administration, a proposed action involving an undergraduate degree program is implemented.” “The one action that would continue to require systemwide review and approval is the creation of an undergraduate degree title unique to the campus (e.g., the first BFA program of any kind on the campus).”

Once the proposal has gone through the program faculty, College faculty (if necessary), the College Executive Committee, it should be forwarded to the Senate Committee on Educational Policy (CEP) Analyst for CEP review and vote, and then finally, to the Division for the final.

See Attachment B, Flowchart of review process

Adopted by the CEP 11/14/07, Rev. 2/20/08, Am. 10/20/10
NEW UNDERGRADUATE DEGREE PROGRAM (INCLUDING INTERDEPARTMENTAL)

- Department or Program Planning Committee Develops Proposal
  - To Office of Academic Planning & Budget for enrollment and resource analysis
  - Departmental faculty or Program Planning Committee vote on proposal
  - School/College Faculty (where applicable) and Executive Committee review and approve proposal
  - Committee on Educational Policy (CEP) reviews and approves
  - CEP sends approval to Chair of the Division
  - Approval posted on Agenda for Division meeting
  - Division Votes on new Program
  - Division Chair transmits approval to EVC-P, Dean, and Department Chair
ESTABLISH NEW UNDERGRADUATE DEGREE PROGRAM (Including Interdepartmental)

- Department or Program Planning Committee develops proposal.
- Departmental faculty or Program Planning Committee review and vote on proposal.
- Faculty of College vote on proposal (where applicable).
- Executive Committee of School/College review and approve.
- Proposal is sent to Committee on Educational Policy (CEP).
- CEP consults with relevant Senate Committees for review and approval, approves and sends to the Chair, Academic Senate.
- Approved proposal is added to the agenda for the next Division meeting for Divisional voting.
- Chair, Academic Senate transmits CEP's approval to the relevant parties.
For Undergraduate Curriculum changes to the program requirements:

**Submissions must be received in the Academic Senate Office in the following format; any other format will be returned to the College Office and any delay could result in missing deadlines.**

Departments should contact the catalog office to get a Word file of the most current program copy to use in a change proposal. Do not submit in the form of a memo.

Format your document as follows:

Margins: 1” top margin; 1” bottom and side margins
Font: Times New Roman, font size 11 (please do not change font size within the document); no colors, boxes/borders, page numbers or dates or times except for date of meeting in heading

1. Begin each item on a line by itself.
2. Capitals are used at the beginning of each line.
3. No semicolons are used at the ends of lines.
4. No periods are used at the end of lists.
5. All subject area abbreviations should be in all caps, i.e. HIST, BIOL
6. If a course is cross-listed, all cross-listings should be included and in alphabetical order (e.g. ETST 130/HIST 130/SOC 130)
7. Commas are used to separate course listings unless there are groups of courses, that is, series courses, which might need to be separated by semicolons.
8. On Present side, strike thru all items being deleted – words or punctuation. On Proposed side, underline ALL additions/changes.
9. Departments must ensure that the courses they list have been approved by Committee on Courses or at least provide a note documenting which courses are pending approval.
10. If there is no change to a section of a major, departments can simply insert “[no change]” on the Proposed side for that section.
11. Departments should not include the section of the catalog copy describing the department and the major; Executive Committees and Educational Policy Committee do not approve such descriptions.
SAMPLE:

EXECUTIVE COMMITTEE
COLLEGE OF [name of college]
REPORT TO THE RIVERSIDE DIVISION
DATE OF MEETING [November 22, 2005/February 21, 2006/May 30, 2006]

To be adopted:

Proposed Changes to [name of major/minor]

PRESENT:

1. Text
2. Text
   a) Text
   b) Text
      (1) Text
      (2) Text
         (a) Text
         (b) Text

PROPOSED:

1. Text
2. Text
   a) Added/changed text
   b) Text
      (1) [no change]
      (2) Text
         (a) [no change]
         (b) Text

JUSTIFICATION:

Include justification for EVERY change/addition/deletion.

APPROVALS:

Approved by the faculty of the Department of __________: Date
Approved by the faculty of the College of __________: Date [if necessary]
Approved by the Executive Committee of the College of __________: Date
Approved by the Committee on Educational Policy: Date