



Martha Kendall Winnacker, J.D.
Telephone: (510) 987-9458
Fax: (510) 763-0309
Email: martha.winnacker@ucop.edu

Executive Director
Universitywide Academic Senate
University of California
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200

July 15, 2011

SENATE EXECUTIVE DIRECTORS
UNIVERSITY OF CALIFORNIA

Re: Revised policy on systemwide course approvals

Dear Colleagues:

At its meeting on June 22, the Academic Council approved a revision of UCEP's policy on designating courses as "systemwide." As members of Council, the Divisional Chairs participated in this action and received copies of Council Chair Dan Simmons' letter to Provost Pitts conveying the revised policy and requesting that it be distributed to the Executive Vice Chancellors. I am enclosing that letter and the revised policy.

The policy was originally developed for approval of courses offered at UCDC and the Sacramento Center. Its revision broadens its applicability to include online courses that are submitted for approval as systemwide courses. I request that you forward the revised policy to your Committees on Educational Policy and Committees on Courses for future use.

Thank you for your assistance in disseminating the policy.

Sincerely,

A handwritten signature in cursive script, reading "Martha Kendall Winnacker".

Martha Kendall Winnacker, J.D.
Executive Director, Academic Senate

Encl.

UNIVERSITY OF CALIFORNIA, ACADEMIC SENATE

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Daniel L. Simmons
Telephone: (510) 987-0711
Fax: (510) 763-0309
Email: Daniel.Simmons@ucop.edu

*Chair of the Assembly and the Academic Council
Faculty Representative to the Board of Regents
University of California
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200*

June 24, 2011

**LAWRENCE PITTS, PROVOST AND EVP
UNIVERSITY OF CALIFORNIA**

Re: Revised UCEP policy on approval for systemwide courses

Dear Larry:

At its meeting on June 22, the Academic Council approved a revision of UCEP's policy on the approval of systemwide courses. Originally written for UCDC courses, the revision broadens the policy to include online courses that are submitted for approval as systemwide courses. I will forward the revised policy to the divisions for use by their Committees on Educational Policy and Committees on Courses, and I request that you circulate it to the EVCs.

Thank you for your assistance in disseminating the policy, and please do not hesitate to contact me or UCEP Chair David Kay if you have any questions.

Sincerely,



Daniel L. Simmons, Chair
Academic Council

Copy: Academic Council
Martha Winnacker, Academic Senate Executive Director

Encl. (1)

UCEP Policy For Approval and Listing of System-wide Courses

Bylaw 170.B.3 states that the University Committee on Education Policy (UCEP) shall...” Approve UC undergraduate courses as system-wide courses to be listed in Divisional catalogues. (En 10 Nov 04)”. UCEP adopted the following as the procedure to be followed for designating courses as systemwide courses. (5 Oct 09)

Approval As A Systemwide Course. If a course is already approved by a UC campus, UCEP will determine the appropriateness of the course to be a system-wide course. These courses will typically be: 1) courses taught at a site not specifically associated with a campus, such as UCDC or UC Sacramento; 2) online courses available for enrollment by students from multiple UC campuses; 3) Courses specifically intended to be multi-campus courses.

If the course has not been approved by a UC campus and has a UC-approved instructor, UCEP asks that the course be sent to the courses committee on the instructor’s campus for approval. If the proposed instructor is not from a UC campus, UCEP will work with the course proposer to identify a campus where the course approval process can take place.

Designation of Units. Campus courses committees will approve the number of units for a course based on their term structure. A quarter course units will scale to semester units using standard conversions (one quarter unit = $2/3$ semester units), and vice versa. If a course is designed to have different content depending whether it is taken by quarter or semester students, the approving campus will approve units for its term format, and if possible for both formats. If a campus approves the course only for its term format, UCEP will be responsible for approving the appropriate units for the other term format.

Listing in Campus Catalogs: A system-wide mechanism to enable the listing of system-wide courses in campus and/or system-wide catalogs, to allow students to register and receive credit, and to designate system-wide courses on transcripts has not yet been put in place. When that is done, approved courses will be listed appropriately. Until then, the course should be submitted for listing in the catalog of the campus that approved the course. UCEP will approve the course for listing as a system-wide course, but it will be the responsibility of the sponsoring program or department to oversee the process of meeting catalog requirements and deadlines.

To submit a course to UCEP for system-wide approval, please forward the information listed below to the UCEP analyst. This should be done for each course being submitted for approval (but only one submission is needed for a course taught as a series, e.g., BIO 101A-B-C). UCEP typically meets from October through June, and will take 1-2 months for the approval process, so requests should be made well in advance of catalog deadlines if listing for the next academic year is desired.

1. An introductory letter that describes why the proposed course would be appropriate for systemwide status. Included should be a short description of how the course would be taught (in-person attendance, online presentation, taped lectures, web-based learning modules, use of archived materials, etc.), how it would be staffed, and how the course would be graded.
2. The course number and title, units (designate quarter or semester units) and an expanded course outline or similar document that provides detailed information about the course. This outline would be similar to what is typically submitted as part of the course approval process. Designate the campus for which course approval has been obtained. If a new course, include a statement or letter of approval from the appropriate courses committee. If the course appears in that campus's catalog, a copy of the catalog description is sufficient.
3. Catalog copy for the course, as you would like it to appear in campus or systemwide catalogs. Use a format similar to what is typical of UC campus catalogs.
4. For the next academic year identify the quarter(s) or semester(s) that the course will be offered. Once a system-wide catalog listing process has been developed, any changes to the course schedule will be needed at the time of campus catalog deadlines. It is the responsibility of the program sponsoring the system-wide course to make sure this is done appropriately.
5. The campus/college/department/program that will be home for the course, including the office responsible for providing approval of the course instructor.
6. The name and contact information of the person who will be the liaison for the system-wide approval process.