

CHANGES TO THE CAMPUS FIVE-YEAR PERSPECTIVE FOR ACADEMIC PROGRAMS, ACADEMIC UNITS, AND RESEARCH UNITS

I. Purpose and Scope

The campus Five-Year Perspective is a five-year projection of anticipated actions to create, transfer, consolidate, disestablish, or discontinue undergraduate and graduate degree programs, schools, colleges, organized research units (ORUs), and multi-campus research units (MRUs). Placement of an intended action on the Five-Year Perspective does not imply campus approval.

These procedures describe the steps required to amend the campus Five-Year Perspective, which is submitted annually to the Office of the President (OP) to aid long-range planning, promote intercampus communication, and provide required information to the California Postsecondary Education Commission (CPEC). All changes to the Campus Five-Year Perspective shall be made according to these procedures.

II. Authority and Coordination

- A. The Executive Vice Chancellor (EVC) is responsible for submitting the campus's Five-Year Perspective.
- B. The Office of Budget and Planning/Institutional Research and Planning Unit maintains the campus's Five-Year Perspective; coordinates formal internal consultation; and prepares the campus's submission for transmittal by the EVC.

III. Procedures for Amendment of the Campus Five-Year Perspective

In fall quarter, prior to the annual request from OP, the EVC notifies all academic departments of the need to update the Five-Year Perspective with instructions to report proposed changes to the respective dean(s). A copy of the notification is sent to the chair of the Academic Senate.

At the same time, the vice chancellor for research notifies all ORUs of the need to update the campus's Five-Year Perspective with instructions to report any proposed changes to him or her.

Each submission must reflect consultation between the appropriate dean(s)/provost(s) or vice chancellor for research with the initiators and include a short abstract (program description) of the proposed change. (See the Appendix for the format.) The dean(s)/provost(s) and vice chancellor for research report all changes to the EVC with copies to the director, institutional research in the office of Budget and Planning, who compiles the report.

Before preparing the abstract (program description) for the Five-Year Perspective, initiators must consult with their dean/s and Budget and Planning/Institutional Research and Planning for guidance.

The EVC sends the final Five-Year Perspective to the provost and senior vice president at OP. The chancellor, academic deans, provosts, the vice chancellor for research, the dean of the Graduate Division, director of institutional research in Budget and Planning, and the chair of the Academic Senate each receive a copy of the campus's submission.

Endorsed: Faculty Legislature 3-4-04

Approved: Executive Vice Chancellor 3-12-04

APPENDIX

From *Universitywide Review Processes for Academic Programs, Academic Units, and Research Units, July 1, 1999*

Format for Submitting Descriptions of Anticipated Actions Included in the Five-Year Perspective

The descriptions for an anticipated action included in a campus's Five-Year Perspective should follow the format below. To stay within the page guidelines (2-5 for creating a school or college, 1-2 for everything else), the most important information should be presented concisely. Information should be geared to the anticipated action (creation, transfer, consolidation, disestablishment, discontinuance) and the entity (undergraduate degree program, graduate degree program, school or college, ORU, MRU).

If a campus has not included an anticipated action in its Five-Year Perspective and that action will be submitted for campus review, then just before the proposed action becomes public on the campus use this format to prepare the required systemwide notification.

Campus(es)

Identify the campus on which the anticipated action will occur. If the anticipated action involves two or more UC campuses or some other entity (e.g., a DOE lab, a CSU campus), identify all participating entities and specify which is the lead campus.

Name and Anticipated Action

Provide the name of the academic program (including specific degree title; e.g., PhD, BFA), school or college, or research unit and identify the anticipated action.

Description of and Reasons for Anticipated Action

Describe the anticipated action, why it is worthwhile, and how it relates to the campus's mission. Provide enough information so that a previously uninformed reader would have a reasonable understanding of the academic program, academic unit, or research unit that is envisioned (for creations), that exists and will be changed (for transfer or consolidation), or that exists and will be disestablished or discontinued. For a school or college, include the academic degree programs, academic units, and research units it will have or does have.

Relationship to Existing Campus Programs, Units, and Mission

Identify existing campus degree programs, academic units, and/or research units that are similar to those involved in the anticipated action (whether they will be created, changed, or ended).

Resources

For anticipated creations of new programs and units, describe the new faculty, staff, courses, and facilities (including equipment, space, library) that are needed. For anticipated TCDD actions, describe current resources of the program or unit (e.g., number tenured faculty, number untenured faculty, staff, space, research support, S&E) and identify those that will be freed up in the anticipated action.

Funding

For anticipated creations of new programs and units, describe anticipated funding sources and strategies (including fee status for graduate degree programs). For anticipated TCDD actions, describe current funding sources for the program or unit.

Students

Provide an estimate of the numbers of undergraduate and graduate students likely to be involved as the action is being implemented and when it is at a steady state. For anticipated transfers, consolidations, and discontinuances, also describe what arrangements will be made for current students to complete their degree program.

Employment Implications

For anticipated creations of graduate degree programs, describe likely employment opportunities after degree completion. For all other anticipated actions, if there are any implications for employment of students after graduation, describe them.

UC Campuses and Other California Institutions with Similar Offerings

Identify other UC campuses and other California institutions with academic programs, academic units, or research units similar to those for which either a creation or a TCDD action is anticipated.

Anticipated Campus Review and Implementation Dates

Provide an estimate of when the proposal will be ready to begin campus review and when initiators would like to implement what is being proposed. For academic degree programs, give the preferred date for first enrolling students in a new degree program or for last enrolling students in a degree program that will be transferred, consolidated, or discontinued. For schools and colleges, ORUs, and MRUs, give the preferred date for opening a new unit or for transferring, consolidating, or disestablishing an existing unit.

Campus Contact Person

Identify the person leading the development of the proposal, the person bearing major responsibility for creating the proposal. In most cases this will be a faculty member. For MRUs, it will likely be the MRU Director. Provide the responsible individual's name, title, department, mailing address, e-mail address, telephone number, and fax number.