

**ESTABLISHMENT OF AN UNDERGRADUATE DEGREE PROGRAM (MAJOR), LEADING TO AN EXISTING OR TO A NEW DEGREE**

**I. Purpose and Scope**

These procedures describe the steps required to establish an undergraduate degree program leading to a new or existing degree. All undergraduate degree programs (majors) shall be established according to these procedures.

**II. Authority and Coordination**

- A. The president has delegated authority from The Regents of the University of California to authorize new undergraduate degree titles at UCSB.
- B. The Faculty Legislature has final authority to authorize an undergraduate program leading to an existing degree at UCSB upon approval by the faculty executive committee (FEC) of the college/school offering the program, and the Undergraduate Council, and endorsement by the chancellor.
- C. The Academic Senate Office is the coordinating body for campus review of proposals.

**III. Procedures for Establishment of an Undergraduate Degree Program Leading to an Existing Degree**

- A. UCSB is currently authorized to confer the following undergraduate degrees:

<u>Academic Degree Titles</u>	<u>Professional Degree Titles</u>
Bachelor of Arts (B.A.)	Bachelor of Fine Arts (B.F.A.)
Bachelor of Science (B.S.)	Bachelor of Music (B.M.)

- B. Early Planning Stage--Campus Five-Year Perspective

Review time for proposals for a new undergraduate degree program depends on a number of factors, including the clarity and completeness of the proposal, the turn-around time for revisions, and the timing of reviewing agency meetings. For planning purposes one academic year should be allotted for campus-wide review—longer if for a new degree. Generally a two week deadline will be given on requests for comments.

Before preparing a detailed proposal for a new undergraduate degree program (major), consultation with the faculty, academic dean and provost is strongly recommended. If the program is found feasible, it must be included in the Campus Five-Year Perspective.

- C. Proposal Development

1. The initiators should consult with the department chair(s) and academic dean prior to the preparation of the draft proposal to discuss any areas of concern.
2. The initiators submit an electronic copy of the draft proposal to the staff analyst of the FEC for preliminary review. (See Appendix for the format for the proposal.) Comments from the chair and/or staff of the FEC are intended to assist the initiators in the inclusion of administrative and programmatic elements critical to the evaluation of the proposal by reviewing agencies.

- D. Campus Review of Proposal

1. The initiators submit the proposed program to the department(s) that will offer the degree program for a vote. If approved, the initiators submit an electronic copy or 10 paper copies of the proposal to FEC(s) of the college(s)/school(s) to offer the program.
2. If the FEC does not approve the proposal, the FEC chair informs the initiators and provides reasons why it is not approved. The proposal may be amended and resubmitted or withdrawn. If the FEC approves the proposal or approves with comments, the chair so informs the initiators, and submits the approved proposal with a cover stating the action of the FEC and any comments to the chair of the Undergraduate Council.
3. The Undergraduate Council chair sends copies of the proposal with a request for comments as follows: (if paper) one to the executive vice chancellor (EVC), one to the director, Institutional Research in the Office of Budget and Planning (BAP), one to the relevant academic dean, two to the Council on Planning and Budget, and two to the Council on Research and Instructional Resources. An assessment of the impact of the proposal is made and additional requests for comment are made as determined necessary. During its review, council ensures that consultation with affected departments or programs has taken place and takes any resultant comments into consideration.
4. The reviewing agencies forward their comments to the chair of the Undergraduate Council, with copies to BAP, the FEC, the relevant academic dean and the EVC.
5. BAP also prepares an analysis and comments for the EVC and chancellor. The chancellor confers with the EVC and sends his/her response (endorsement or not and comments addressing resource implications) to the FEC and Undergraduate Council. Note: administrative review of the proposal is concurrent with Undergraduate Council subcommittee review.
6. The Undergraduate Council conducts its review of the proposal. If changes are recommended, it consolidates its comments with those of the other reviewing agencies and forwards them to the initiators, with copies to the FEC and academic dean. The FEC determines whether committee review of the revised proposal is necessary and so informs the chair of the Undergraduate Council. When a revised proposal is submitted by the initiators, the Council analyst reviews it for incorporation of recommended changes. If review by the FEC is requested, a copy of the revised proposal is forwarded to the chair of the FEC.
7. Upon receipt of response from the FEC, the Undergraduate Council makes its final determination. If the proposal is not approved, the initiators are so informed, and provided reasons for denial. Copies are sent to BAP, the academic dean, the EVC, the FEC, the Senate chair, and the chancellor. The Council's action is included in the agenda of the next Faculty legislature meeting as an information item.
8. If the Undergraduate Council approves the proposal, the council chair informs the chair of the Senate, with copies to the initiators and as above. The initiators are asked to submit an abstract of the proposal for inclusion on the agenda of the Faculty Legislature. The Academic Senate office reports the action of the Faculty Legislature to the initiators, the FEC, the chancellor and EVC. Copies are sent to the dean of the college/school, BAP, and the registrar. The notification includes the effective date of implementation.

#### **IV. Procedure for Establishment of an Undergraduate Program Leading to a New Degree**

- A. For a proposed program leading to a degree other than those listed in III A, the procedures listed in III apply, and must also include approval of the new degree. See Appendix for the format of the proposal.

- B. The chancellor notifies the provost and senior vice president of the Faculty Legislature's approval of the undergraduate degree program and of the degree and reports the result of the administrative review. The chancellor's cover letter addresses resource implications of the new program.
- C. The provost and senior vice president transmits to the president UCSB's recommendations. After consultation with the Academic Senate, the provost and senior vice president informs the chancellor of the president's decision.
- D. If the president approves the new degree, the secretary of The Regents changes the Standing Orders of The Regents to reflect campus authorization to use the new degree henceforward.

Endorsed: Executive Vice Chancellor, 3/12/04  
 Approved: Executive Council, 2/24/04  
 Faculty Legislature, 3/4/04

## **APPENDIX**

### **FORMAT FOR THE UNDERGRADUATE DEGREE PROGRAM PROPOSAL**

#### Title

Proposal for a program of undergraduate studies in (discipline name) for the (degree title) degree.

#### Section 1. Introduction

1. Rationale for making the proposal.
2. Aims and objectives of the proposed program, and any distinctive features.
3. Timetable for development of the program, including enrollment projections; consistency of these projections with the campus enrollment plan.
4. Relationship of the proposed program to and effect on existing programs on campus and to the Campus Academic Plan. Evidence of campus priority. Effect of the proposed program on graduate programs (if any) offered by the sponsoring department.
5. Interrelationship of the program with other University of California institutions, if applicable.
6. Department or group that will administer the program. The vote on the proposed program by the department(s). If the proposal is for an interdisciplinary program, the participating departments. Append letters of support from participating departments and faculty.
7. Plan for evaluation of the program within the offering department(s) and campuswide.

#### Section 2. Program

A detailed statement of the requirements for the program, including the following:

1. Specific fields of emphasis.
2. Required courses, electives.
3. Sample program of study, including emphases (if any).
4. Any other requirements toward the degree.

#### Section 3. Projected Need

1. Student demand for the program.
2. Possible career opportunities for graduates.
3. Relationship of the program to research and/or professional interests of the faculty.

4. Ways in which the program will meet the needs of the discipline.

#### Section 4. Faculty

A statement on present faculty and immediately pending appointments. This should include a list of faculty members, their ranks, their highest degree and other professional qualifications. For interdisciplinary group programs, one copy of letters from participating faculty indicating their willingness to participate in the program should be included). In addition, enclose comments from chairs of departments with programs closely related to or affected by the proposed program, or if they have a similar name.

#### Section 5. Courses

A list of present courses and courses that will need to be established for the proposed program, noting the relationship of courses to specific fields of emphasis. The catalog description of all proposed courses should be appended.

**Note:** Course requests for courses proposed for this program will not be approved by the FEC and Undergraduate Council until the proposal is approved.

#### Section 6. Resource Requirements

Estimate for the first 5 years the additional costs of the program, by year, for each of the following categories.

1. Faculty FTE
2. Library acquisitions
3. Computing costs
4. Equipment
5. Space and other capital facilities
6. Other operating costs.

Indicate the intended method of funding these additional costs. If the program will be funded by internal reallocation, explain how the internal resources will be generated.

#### Section 7. Responses to Systemwide Questions (if applicable)

If after systemwide review of the campus Five-Year Perspective, questions or comments were forwarded by the Office of the President, the Universitywide Committee on Educational Policy, or the Academic Planning Council, append responses to those issues.

#### Section 8. Changes in Senate Regulations

If the proposal is for a new degree for the campus, please append proposed enabling legislation for the new degree. Please contact the executive director of the Senate for assistance.

#### Section 9. Abstract of the Proposal

Provide a short abstract or summary (two pages maximum) of the proposal for review by the Faculty Legislature. May be submitted later in the review process.