

## **ESTABLISHMENT OF AN UNDERGRADUATE EMPHASIS**

### **I. Purpose and Scope**

These procedures describe the steps required to establish an undergraduate emphasis within a major. All undergraduate emphases shall be established according to these procedures.

### **II. Authority and Coordination**

The Undergraduate Council has authority for final approval of an undergraduate emphasis, upon approval by the faculty executive committee (FEC) of the college/school offering the emphasis. This FEC coordinates the review of the proposal at the college/school level, consulting the academic dean(s) or provost. The Undergraduate Council coordinates senate council/committee review, in consultation with affected units, as required.

### **III. Procedures for the Establishment of an Undergraduate Emphasis**

- A. The initiators consult the department chair(s) and faculty who will be participating in teaching courses for the emphasis. A departmental vote must be taken, or in the case of an emphasis such as in the College of Creative Studies, each participating department that directly supports or is cognate to the proposed emphasis must vote on the proposed emphasis.
- B. The initiators submit the proposal (in paper or electronic form) to the chair(s) of the FEC(s) participating in the emphasis. See the Appendix for the format of the proposal.
- C. The chair of the FEC will forward the proposal to the academic dean(s) or provost for comment. If approved by the FEC(s) as submitted, the FEC of the initiating college/school forwards the proposal with a cover stating the FEC's final action to the chair of the Undergraduate Council and a copy of the academic dean(s)/provost's comments. If not approved, the proposal may be amended and resubmitted or withdrawn.
- D. The Undergraduate Council determines impact and what other agencies are required to comment and works with the initiators in an interactive process to resolve any issues raised by Council. If all issues are resolved and the proposal is approved, the chair of Undergraduate Council informs the initiators, with a copy to the department chair(s), academic dean(s) or provost, FEC(s), and the registrar, indicating the implementation date for the emphasis. The chair of Undergraduate Council then reports the action to the chair of the Academic Senate for inclusion as an information item on the agenda of the Faculty Legislature.

Endorsed: Executive Vice Chancellor 3/12/04

Approved: Executive Council 2/24/04

Faculty Legislature 3/4/04

## **APPENDIX**

### **PROPOSAL FORMAT FOR ESTABLISHMENT OF AN UNDERGRADUATE EMPHASIS**

Initiators of a new emphasis must include/comment on the following in their proposals:

1. Proposed title of the emphasis and effective implementation date.
2. Rationale for proposing the emphasis.
3. Is the proposed emphasis a recognized and well-established sub-field of the discipline(s)? If interdepartmental, what disciplines are involved?
4. Is there a well-defined, integrated curriculum particular to the emphasis that is clearly distinctive? Describe the curriculum and course requirements; include existing courses and/or descriptions of proposed courses. Indicate the frequency these courses were taught over the last four years. For an emphasis in the College of Creative Studies, describe the expected knowledge base, relevant courses, and/or possible focuses.
5. Who are the faculty whose primary research interests lie within the area of the emphasis and who are committed to sustaining the curriculum that constitutes the emphasis? (See 9, below) Is there broad departmental/college support for this area as an emphasis?
6. Indicate student demand for the emphasis.
7. If the emphasis requires resources, describe what they are and include a budget for the first five years. Resources should be discussed in terms of faculty and staff FTE, information technology, equipment, library materials, and space.
8. How will the emphasis be administered?
  - a. Designate a faculty member who will be responsible for reviewing student petitions, supervising the maintenance of program files and records, monitoring students' progress in the program, and recommending the award of the emphasis when a student has completed all requirements.
  - b. Designate a staff person who will assist the faculty member mentioned above with the program's paperwork involving student petitions, progress, and recommendations for award of the emphasis.
  - c. The proposal should describe how the proposed emphasis will be monitored as well as reviewed.
  - d. The proposal should include an indication of where program records for the emphasis will be maintained.
9. The proposal should include as an attachment a letter from the chair of each department/program participating in offering the emphasis, reporting the faculty vote in support of offering the emphasis. [For emphases within the College of Creative Studies, the proposal should also include letters from individual faculty members indicating their willingness to support the emphasis by serving on the coordinating committee and/or teaching courses that satisfy requirements for the emphasis.]