

Procedures for Administrative Review of New Academic Programs and Remote Courses

July 20, 2021

(original version: September 12, 2018)

The Graduate and Undergraduate Deans have developed (in 2018) and now revised (in 2021) the following procedures after discussions with the Executive Vice Chancellor – Academic Affairs, Vice Chancellor – Health Sciences, Vice Chancellor Marine Sciences, Chancellor, and the Academic Senate.

Prior to Fall 2018, proposals for new academic programs were submitted directly to the appropriate Academic Senate committee (Graduate or Undergraduate Council and, for graduate programs, Planning and Budget); these committees are charged with evaluating the academic aspects of these programs, but often lack sufficient information to evaluate programs' resource requirements. For this reason, a consensus developed that new program proposals could benefit from clarifying and formalizing an administrative review process to ensure programs are adequately resourced. In addition, the WASC Senior College and University Commission (WSCUC) now requires that new programs (graduate programs and undergraduate majors) undergo a screening process to determine whether they involve a substantive change (in which case, they would require a WSCUC substantive change review).¹ The below administrative process has been implemented after Senate review, to facilitate WSCUC screening and to ensure that resource implications are documented consistently to inform Academic Senate review, and will be supported by formalized planning and routing procedures for new academic programs that are discussed below. The 2021 version of this document has been updated for clarity and to reflect the advent of new online submission tools, but is not fundamentally different in purpose or practice from the original 2018 version.

Contents of proposals to establish new undergraduate and graduate degree programs (including minors and specializations) and for the approval of new remote courses or degree programs:

Prior to Academic Senate review, a proposal for a new program or to convert a course or program to a remote format will first be submitted for administrative review through an automated Administrative Review Form. Contents required to submit the form include the Academic Senate Review materials, the required WSCUC screening form, a financial analysis of the proposed program, and finalized commitments for any additional resources necessary to launch the program. Please note that curricular revisions do not require this additional administrative review process unless they require substantial additional resources (FTE/teaching materials) that the department/program is unable to self-fund.

¹ All new degree programs require WSCUC screening to determine if a substantive change review is required. This screening is typically done in within 30 days. If a substantive change review is required, WSCUC recommends allowing at least six months. Some non-degree programs may require substantive change review, as may existing programs that change significantly. Factors that trigger a substantive change review include the use of modalities not already employed by other programs (e.g. distance or on-line, referred to here as 'remote'). Changing a single course to distance or on-line learning will not require screening, but significant changes in a program might.

Proposal Requirements

1. **Academic Senate Review materials:** Information to be included in proposals for new graduate programs can be found in the following Academic Senate document (sections B and C): https://senate.ucsd.edu/media/324445/graduate-council-new-degree-program-proposal-guidelines_updated-111815.pdf

Information to be included in proposals for new undergraduate programs can be found in the following Academic Senate document (section B): <http://senate.ucsd.edu/media/180712/ugc-proposal-procedures-for-new-majors-and-minors.pdf>

Additional information concerning the planning process and systemwide review can be found in the University of California Compendium: Universitywide Review Processes for Academic Programs, Academic Units, & Research Units: https://www.ucop.edu/institutional-research-academic-planning/files/compendium_sept2014.pdf

2. **Required WSCUC Screening Form:** [WSCUC New Programs/ New Specializations Screening Form](#)
Institutions planning to implement new degree programs, or new specializations must submit a screening form to determine if a Substantive Change review and approval is necessary prior to implementation. The Office of Undergraduate Education will submit all information to our accrediting agency (WSCUC) and notify units once programs are approved. For questions or guidance on the form, please reach out to Hailey Caraballo at hcaraballo@ucsd.edu.
3. **Budget Proposal:** A budget proposal prepared in collaboration with the Resource Administration Office(s) for the lead academic VC and in consultation with the Resource Administration Office(s) of other involved academic VCs. For self-supporting programs, see <http://academicaffairs.ucsd.edu/sso/SAPD/Resources/FinancialModelTool>
4. **Documenting Letters:** Letters documenting any additional resource commitments from the Divisional/School Dean and/or academic VC(s).

² Interdisciplinary programs housed in Centers that do not report to one or more Divisional Deans should obtain the approval of the Center Director and the individual to whom the Center Director reports (as determined by the EVC/Chancellor).

Planning and routing process for **graduate programs**, specializations and remote courses

Planning process³:

1. A meeting to discuss proposal contents, format, and timeline with the Graduate Division and Academic Senate staff; for online or hybrid courses and programs, this meeting will include the Teaching + Learning Commons Digital Learning Hub to discuss platform, assessment, identity verification and best practices.
2. A meeting with the Resource Administration Office(s) of the appropriate academic VC(s) to finalize the budget details and discuss additional resource commitments (as needed).
3. A review of the draft proposal by the Graduate Division before routing.
4. The Divisional/School Dean approves the draft proposal, resource requirements, and, if needed, additional Divisional/School resource commitments before routing.
5. If necessary, the appropriate academic VC(s) make additional resource commitments before routing.

Routing Process:

1. The Department Chair submits the draft proposal to the Divisional/School and Graduate Deans, the academic VC(s) Resource Administration Office(s) for resource analysis, and, for online or hybrid courses and programs, the Teaching + Learning Commons Digital Learning Hub.
2. The Divisional/School Dean confirms resource requirements (e.g. space, faculty, administrative support, etc.); any additional commitments from the Divisional/School Dean are documented with a formal letter, which is included in the proposal and communicated to the appropriate academic VC(s).
3. Any additional resource commitments from the academic VC(s) are documented with a formal letter, which is included in the proposal and communicated to the Divisional/School Dean.
4. The final proposal is approved by the Divisional/School Dean.
5. When the proposal and required documents are approved for submission, the unit will submit all documents to the automated Administrative Review Form (New Academic Program Administrative Review Form for new academic programs/remote courses). The form automatically sends the proposal and corresponding documents to all necessary reviewers. A system-generated status log is provided to Academic Senate and the original submitter. It documents routing of the proposal and approvals, according to the appropriate routing order- from the Chair, to the Divisional/School Dean, to the Graduate and/or Undergraduate Dean and to the appropriate academic VCs (EVC-AA, VC-HS, and/or VC-MS, depending on program details). Online and/or hybrid courses and programs also require approval from the Digital Learning Hub, within the Teaching + Learning Commons (secured prior to routing to the Divisional/School Dean). Interdisciplinary programs should be reviewed by and signatures obtained from each Dean and Chair.

³ Note that this describes the current planning process for graduate programs.

Programs should allow one month for the above steps; additional time may be required if revision is required.

6. The Dean of Undergraduate Education initiates the WSCUC substantive change screening.
7. The Academic Senate commences review according to its established procedures, and communicates with the Department Chair regarding proposal approval, questions, etc.
8. If approved by the Academic Senate Committee(s), the proposal is forwarded for consideration at a Representative Assembly meeting⁴.
9. If approved by the Divisional Senate, the proposal is forwarded to the Chancellor for endorsement and submission to the system-wide Academic Senate and the UC Office of the President, Academic Affairs⁵.
10. The systemwide Coordinating Committee on Graduate Affairs (CCGA) reviews the proposal; if the proposal represents a new degree title, it requires approval by the Assembly of the Academic Senate.
11. Simultaneously, the Provost & Executive Vice President, Academic Affairs reviews the proposal.
12. If approved by the systemwide Senate and Provost & Executive Vice President, Academic Affairs, the Provost forwards the proposal to the University President (or their designee in compliance with established policies) for final approval.⁶
13. If the WSCUC screening determines that a substantive change review is required, the Dean of Undergraduate Education oversees the review application.

Planning and routing process for **undergraduate programs** and remote courses

Planning process:

1. For online or hybrid courses and programs, a meeting with the Teaching + Learning Commons Digital Learning Hub to discuss platform, assessment, identity verification and best practices
2. A meeting with Divisional/School Dean (or College Provost) to discuss the draft proposal, resource requirements and, if needed, additional Divisional/School (or College) resource commitments
3. A meeting with the Resource Administration Office(s) of the appropriate academic VC(s) to finalize budget details and discuss additional resource commitments (as needed) before routing

⁴ Note that steps 7-12 describe the current Academic Senate and UCOP review process for graduate programs.

⁵ Note that steps 9-13 are described in the Compendium https://www.ucop.edu/institutional-research-academic-planning/files/compendium_sept2014.pdf

⁶ Final approval depends on the successful completion of a WSCUC substantive change review, if such a review is required.

Routing Process:

1. The Department Chair submits the draft proposal to Divisional/School Dean (or College Provost), the Dean of Undergraduate Education, the academic VC(s) Resource Administration Office(s) for resource analysis, and, for online or hybrid courses and programs, the Teaching + Learning Commons Digital Learning Hub.
2. The Divisional/School Dean (or College Provost) confirms resource requirements (e.g. space, faculty, administrative support, etc.); any additional commitments are documented with a formal letter, which is included in the proposal and communicated to the appropriate academic VC(s).
3. Any additional resource commitments from the academic VC(s) are documented with a formal letter, which is included in the proposal and communicated to the Divisional/School Dean (or College Provost).
4. The final proposal is approved by the Divisional/School Dean (or College Provost).
5. When the proposal and required documents are approved for submission, the unit will submit all documents to the automated Administrative Review Form (New Academic Program Administrative Review Form for new academic programs/remote courses). The form automatically sends the proposal and corresponding documents to all necessary reviewers. A system-generated status log is provided to Academic Senate and the original submitter. It documents routing of the proposal and approvals, according to the appropriate routing order- from the Chair, to the Divisional/School Dean, to the Undergraduate Dean and to the appropriate academic VCs (EVC-AA, VC-HS, and/or VC-MS, depending on program details). Online and/or hybrid courses and programs also require approval from the Digital Learning Hub, within the Teaching + Learning Commons (secured prior to routing to the Divisional/School Dean). Interdisciplinary programs should be reviewed by and signatures obtained from each Dean and Chair.

Programs should allow one month for the above steps; additional time may be required if revision is required.

6. The Dean of Undergraduate Education initiates WSCUC substantive change screening.
7. The Undergraduate Council communicates with the Department Chair regarding proposal approval, questions, etc.
8. If approved by the Undergraduate Council, the program is approved.⁷
9. If the WSCUC screening determines that a substantive change review is required, the Dean of Undergraduate Education oversees the review application.

⁷ See footnote 6