

## Appendix C

### GRADUATE DEGREE PROGRAM PROPOSAL

#### Submission Packet and Proposal Format

##### **PART 1. Graduate Degree Program Proposal Submission Packet**

The overseeing academic dean submits a completed new program proposal packet to the Vice Provost for Academic Affairs. For all new programs, the program proposal, a commitment letter from the program faculty and a resource commitment letter from the overseeing dean are required. Additional endorsement letters may be required contingent on the proposed program's organizational structure. Below are the most typical examples of complete proposal submission packets. If your proposed program doesn't fit, contact the Vice Provost for Academic Affairs office for guidance.

A completed submission packet should include:

- Graduate degree program proposal. (see Part 2, below)
- Endorsement letter from the sponsoring department chair to the overseeing dean.
- Endorsement and resource commitment letter from the overseeing dean to the Vice Provost for Academic Affairs.

Completed submission packets for interdisciplinary undergraduate program proposals offered by faculty from multiple departments should also include:

- Charter. (governance contract) See Appendix A.
- endorsement letter(s) from contributing department chairs and divisional deans

##### **PART 2. Graduate Program Proposal Format**

The University of California establishes the format for new graduate degree program proposals.<sup>1</sup> The UC template has been augmented with descriptive details necessary for UCSC approval procedures. Systemwide agencies and the UC Office of the President must review new graduate degree programs after they are approved on campus. Additional information regarding the UC systemwide approval process for graduate programs is available from the Coordinating Committee on Graduate Affairs (CCGA): <http://www.ucop.edu/senate/ccgahandbook.pdf>

##### **TITLE:**

A proposal for a program of graduate studies in \_\_\_\_\_ ( English/Biology) for the \_\_\_\_\_ (M.A., Ph.D.) degree[s].

---

<sup>1</sup> Universitywide Review Processes for Academic Programs, Academic Units, and Research Units effective July 1, 1999. <http://www.ucop.edu/acadaff/accomp/>

## **DATE OF PREPARATION:**

### **SECTION 1. INTRODUCTION**

A statement setting forth the following:

1. Aims and objectives of the program. Describe distinctive features.
2. Historical development of the field and historical development of departmental strength in the field.
3. Timetable for development of the program including enrollment projections.
  - a) Specify the timing for:
    - i) Program Approval.
    - ii) New faculty hires.
    - iii) Course approvals.
    - iv) First availability of core offerings.
    - v) Preparation/availability of catalog copy.
    - vi) Availability of space/facilities needed for program.
    - ix) Admission year for first cohort of masters/doctoral students.
    - x) Anticipated year of awarding first degrees.
  - b) Consistency of enrollment projections with the campus enrollment plan. State if any other programs will have their enrollments reduced in order to accommodate the proposed program.
4. Relation of the proposed program to existing campus programs and the to the campus academic plan.
  - a) If the program is not in the campus academic plan, why is it important that it be begun now? State evidence of high campus priority.
  - b) Could the curriculum be offered just as effectively within an existing structure (e.g. as a pathway or emphasis within an existing graduate program)?
  - c) What overlaps exist between the proposed curriculum and the curricula of other units on this campus?
  - d) Effect of the proposed program on undergraduate programs offered by the sponsoring departments.
5. Interrelationship of the program with other University of California campuses and/or regional public or private institutions, if applicable.
  - a) Discuss the possibility of cooperation or competition with other programs within the University.
  - b) Differences from other similar programs within the University and other California institutions.

- c) Draft proposals should be sent to all departments on other UC campuses offering similar degrees soliciting reviews. Append review letters obtained from chairs of such departments.
6. Department or group which will administer the program.
  7. Plan for evaluation of the program within the offering department(s) and campus-wide.

## **SECTION 2. PROGRAM**

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

1. Undergraduate preparation for admission.
  - a) Field examinations and/or other pre-qualifying examinations.
  - b) Qualifying examinations – written and/or oral.
  - c) Relationship of master’s and doctor’s programs.
  - d) Special preparation for careers in teaching.
2. Foreign language. “The CCGA recognizes that foreign language competence may be an important element of graduate education of doctoral programs. It is the responsibility of the Divisional Graduate Councils to insure that the proponents of new doctoral programs have carefully considered the value of a foreign language requirement. We shall assume that when a proposal for a new doctoral degree has been forwarded to CCGA, this issue has been addressed and resolved to the satisfaction of the Division. Divisional Graduate Councils should apply the same standard adopted for new programs in reviewing existing doctoral programs.” (CCGA Minutes, 5/14/85, p.6) Describe the need or lack of a need for foreign language competence.
3. Program of study:
  - a) Specific fields of emphasis
  - b) Plan(s) Masters I and/or II ; Doctors. State if multiple pathways are offered; provide a separate description for each.  
*Note: Masters programs require a capstone requirement. The CCGA requires either a thesis (Masters I) or a comprehensive examination (Masters II). A Substitute for this requirement may be considered if there is a strong academic justification.<sup>2</sup> Doctoral degree capstone requirements are embodied in the dissertation.*
  - c) Unit requirements.
  - d) Required and recommended courses, including teaching requirement.
  - e) When a degree proposal must have licensing or certification, list the requirements of the agency or agencies involved in the proposal, especially the specific courses needed to satisfy such requirements.

---

<sup>2</sup> CCGA Handbook November 2000, Appendix I, Capstone requirements resolution endorsed by CCGA March 7, 2000.

4. Field examinations – written and/or oral.
5. Qualifying examinations – written and/or oral.
6. Thesis and/or dissertation requirements.
7. Final examination requirements.
8. Explanation of special requirements over and above Graduate Division minimum requirements.
9. Relationship of master's and doctor's programs.
10. Special preparation for careers in teaching.
11. Sample student program for each year.
12. Normative time from matriculation to degree. (Assume student has no deficiencies and is enrolled full-time)
  - a) Specify the normative lengths of time for pre-candidacy and for candidacy periods. (If normative time is subsequently lengthened to more than six years, prior approval of CCGA is required.)
  - b) Other incentives to support expeditious times-to-degree: List policies or other incentives that will assure students make timely progress toward degree completion.

### **SECTION 3. PROJECTED NEED**

A statement setting forth the following:

1. Student demand for the program:
  - a) Provide three to five years of enrollment and admissions statistics from this or other institutions to document that demand exists for such a program (data on rate of student inquiries can also be used).
  - b) Provide evidence supporting the view that this demand will be stable and long lasting.
  - c) For new programs that are extensions of existing disciplines, enrollment statistics from related courses can also be used to demonstrate demand.
  - d) Statistics or other detailed documentation of need should be provided.
2. Opportunities for placement of graduates. UC anticipates that CPEC in particular will expect detailed and convincing evidence of job market needs. This is especially true for programs in graduate fields now well represented among UC campuses and other California public or private institutions, as well as programs in the same field proposed by more than one campus.
  - a) If UC already offers programs in the field, what are their placement records in recent years?

- b) Demonstrate a strong market for program graduates by listing: recent job listings; employer surveys; assessments of future job growth.
  - c) Cite employment prospect data and literature where possible; append relevant statistics and clippings.
3. Importance to the discipline.
4. Ways in which the program will meet the needs of society.
- a) What evidence justifies the assumption that the proposed degree program would meet a genuine need at UCSC and for the State of California?
  - b) Cite relevant literature and sources when available.
  - c) Describe ways in which program will meet the need.
5. Relationship of the program to research and /or professional interests of the faculty. (list core faculty first and then affiliated faculty)
6. Program Differentiation. How will the proposed program distinguish itself from existing UC and California public or private institutions, from similar programs proposed by other UC campuses? Statistics or other detailed documentation of need should be provided.

#### **SECTION 4. FACULTY**

Provide a statement on present faculty, immediately pending appointments, and projected future hires.

- a) List program faculty, their ranks, their highest degree and other professional qualifications, and a citation of no more than 5 recent publications. abbreviated Curriculum Vitae
- b) Data concerning faculty should be limited to only that information pertinent to the committee's evaluation of faculty qualifications.
- c) Solicit and include comments from chairs of departments with graduate programs and/or faculty closely related to or affected by the proposed program.
- d) For participating faculty outside of the sponsoring department, include copies of letters, indicating their interest in the program. (critical for interdisciplinary programs)

#### **SECTION 5. COURSES**

List all present and proposed courses and instructors. Distinguish clearly between existing and new course offerings.

- a) Indicate when newly proposed courses will become available.
- b) Include supporting courses offered in related fields.
- c) Append proposal with the catalog description of all required and recommended courses.
- d) Discuss the relationship of these courses to specific fields of emphasis and future plans.
- e) Describe how the new course load will be distributed among existing faculty and future hires for three years taking account existing course loads and projected ladder faculty leaves and absences.

- f) Define schedule on which required and elective courses will be offered. (e.g. annually, every quarter, semi-annually etc.)

## **SECTION 6. RESOURCE REQUIREMENTS**

If applicable, state that no new resources will be required and describe how the program will be funded. *Note: CCGA is sensitive to understatement of resource requirements. The dean's endorsement letter is expected to reconcile the proposal's resource needs and describe how new resources will be obtained. Resource estimates should be comprehensive and realistic.*

If new resources are required, estimate for the first 5 years the additional cost of the program, by year, for each of the following categories:

1. FTE faculty.
2. Library acquisitions.
  - a) Are the current holdings sufficient to support a new graduate program?
  - b) What kinds of retrospective materials (monographic and serial fills) will be required for graduate level research?
  - c) Does the library currently subscribe to the most important scholarly serial publications print or electronic) in the field?

*Note: Consult with UCSC library staff on library materials, phasing of new acquisitions, and the projected resource impact.*
3. Computing costs.
4. Equipment - Append inventory of current equipment and future needs.
5. Space and other capital facilities - Append inventory of current facilities and future requirements.
6. Other operating costs (technical and administrative staff, supplies and expense, lab maintenance and other facilities). Append description of current staffing levels and future requirements.
7. Teaching Assistants.
8. Indicate the intended funding sources for new costs:
  - a) If program is to be funded by internal reallocation, explain how internal resources will be generated and/or realigned and the effects of reallocation on existing programs.
  - b) Clearly separate out any unmet needs.
  - c) Describe opportunities/activities for securing external support.
  - d) What resources (soft funding for instructors and staff, space, etc.) are indispensable to the operation of the proposed program? (clearly separate basic requirements from long-term desires)

- e) Over the five-year initial planning period for the new program, describe schedule on which these resources need to become available.
- f) Tie phasing of funding to targets for enrollments, majors, degrees, or other workload accountability measures.
- g) Describe relationship of the program resource plan to campus enrollment and resource plans.
- h) For interdisciplinary programs and programs growing out of tracks within existing graduate programs: What will the impact of the new program be on the contributing program? When the program is fully implemented, how will faculty FTE be distributed among contributing and new programs?

**SECTION 7. GRADUATE STUDENT SUPPORT**

Include detailed plans for providing sufficient graduate student support.

1. Define strategy for meeting support needs.
2. How many teaching assistantships will be available? Will resources for the TAs be provided through approved enrollment growth, reallocation, or combination? How will any reallocations affect support in existing graduate programs?
3. In fields that have depended on federal research grants, these plans should also discuss current availability of faculty grants that can support graduate students and funding trends in agencies expected to provide future research or training grants.
4. Are other extramural resources likely to provide graduate student support, or will internal fellowship and other institutional support be made available to the program?
5. Describe any campus fund-raising initiatives that will contribute to support of graduate students.
6. Append graduate student support table listing maximum number of students projected and sources of support for the first six years of the program following this sample format:

Yr.	# Students	Fellowships	TA Qtrs.	GSR Qtrs.	Other \$	TOTAL \$	\$/Students
1	6	1,000	10,000	10,000	5,000	26,000	4,333
2	12	1,000	20,000	15,000	15,000	51,000	4,250
3	18						
4	24						
5	30						
6	30						

**SECTION 8. CHANGES IN SENATE REGULATIONS**

The proposal should state clearly whether or not any changes in Senate Regulations at the Divisional level or in the Academic Assembly would be required. If changes are necessary (for all proposals for new degree titles), the complete text of the proposed amendments or new regulations should be provided.

## **SECTION 9. PROGRAM ADMINISTRATION**

Describe how the program will be administered so as to assure its long-term stability and coherence. Include:

1. Department or faculty group which will administer the program.
2. Administrative home for purposes of student major advising, *etc.*
3. Specific provisions for the succession of the chair and leadership responsibilities.
4. Append agreements in place to assure that courses and other faculty effort essential to the program will be available to assure any current cohort of students the opportunity for timely completion of the major.
5. Append a signed charter (Appendix A) if the proposal is sponsored by a Program Committee from multiple departments and/or divisions.

## **SECTION 10. WASC APPROVAL**

The Western Association of Schools and Colleges (WASC) is the accrediting agency for the University of California. New programs that involve instructional activities at off-campus locations or use distance-learning technologies may require prior approval from WASC. WASC substantial change requirements are posted at: <http://www.wascweb.org/senior/subchange.html> State if the proposed program requires WASC notification.

## **SECTION 11. CPEC SUMMARY**

The California Postsecondary Education Commission (CPEC) reviews all proposed graduate programs. Append the CPEC summary (Appendix D) which will be used by UC systemwide administration to prepare a report to CPEC.

## APPENDIX D

### CPEC QUESTIONNAIRE

This questionnaire is to be completed by sponsoring faculty. It will be used by Universitywide administration to prepare a report to the California Postsecondary Education Commission (CPEC) for all new graduate program proposals. Append to program proposal.

1. Name of Program:
2. Campus:
3. Degree/Certificate:
4. CIP Classification: (to be completed by Office of the President)
5. Date to be started:
6. If modification of existing program, identify that program and explain changes:
7. Purpose (academic or professional training) and distinctive features (how does this program differ from others, if any, offered in California?):
8. Type(s) of students to be served:
9. Reasons for proposing program now:
10. If program requires approval of a licensure board, what is the status of such approval?
11. List distinctive features (credit for experience, internships, lab requirements, unit requirements, etc.):
12. List all new courses required:  
Department, Course Number, Title, Hours/Week, Lecture/Lab
13. List all other required courses:  
Department, Course Number, Title, Hours/Week, Lecture/Lab
14. List other UC campuses and California institutions, public or private, which now offer or plan to offer this or closely related programs:
15. List any related program(s) offered at UCSC and explain relationship:
16. Summarize employment prospects for graduates of the proposed program. Give results of job market surveys, if such have been made.

17. Give estimated enrollment for the first five years and state basis for estimate.
18. Give estimates of the additional cost of the program by year for five years in each of the following categories: FTE faculty; Library acquisitions; Computing; Other facilities; Equipment. Provide brief explanation of any of the costs where necessary.
19. How and by what agencies will the program be evaluated?