APPENDIX C
Graduate Program Proposal

Graduate Degree Program Proposal Submission

The overseeing academic dean submits a completed new program proposal to the Vice Provost for Academic Affairs. The dean’s endorsement letter should clearly commit to program resource needs as described in the proposal. The dean’s letter should address at least the following:

- Relationship of the proposed program to the current school or division academic plan.
- Program faculty capacity to launch and sustain the program.
- Resource commitment of existing and proposed program funding, including student support, staffing, space, and specialized equipment as relevant.

Graduate Degree Program Proposal Format

The University of California establishes the format for new graduate degree program proposals. The UC template has been augmented with descriptive details necessary for UCSC approval procedures. 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):


TITLE:

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

DATE OF PREPARATION:

SECTION 1. INTRODUCTION

A statement setting forth the following:

1. Aims and objectives of the program. Any distinctive features of the program should be noted. Articulate program learning outcomes, student competencies that are achieved in the program.

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.
      vii.) Admission year for first cohort of masters/doctoral students.
      viii.) 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.
   a) Administrative home for purposes of student major advising, etc.
   b) 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.
   c) Append a signed charter and faculty bylaws (Appendix A) if the proposal is sponsored by an interdepartmental group.

7. Plan for evaluation of the program within the offering department or interdepartmental group, by the Academic Senate and campus-wide.
SECTION 2. PROGRAM
A detailed statement of the requirements for the program including the following:

1. Undergraduate preparation for admission.

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 Masters II; Doctoral. State if multiple pathways are offered; provide a separate description for each.
   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.

4. Program Learning Outcomes:
   a) A multiyear plan for assessing effectiveness of instruction of learning outcomes noted in Section 1, part 1.
   b) A curriculum alignment matrix showing how the curriculum supports the learning outcomes and where they are assessed.

5. Field examinations – written and/or oral.

6. Qualifying examinations – written and/or oral.

7. Capstone: Masters programs require either a thesis capstone (Plan I) or a comprehensive capstone (Plan II).19 The doctoral degree capstone is embodied in the dissertation.

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 program.

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.
   b) If normative time is subsequently lengthened to more than six years, prior approval of CCGA is required.
   c) Other incentives to support expeditious times-to degree: what policies or other incentives will assure that students make timely progress toward degree completion in the proposed program?

SECTION 3. PROJECTED NEED
A statement setting forth the following:

1. Student demand for the program. State evidence of student demand, including course demand, student inquiries, and any statistics or other detailed documentation that student demand is stable and long lasting.

2. Opportunities for placement of graduates. It is important for proposals to provide detailed and convincing evidence of job market needs. This is especially true for programs in graduate fields now well represented among UC campuses and California independent universities, as well as programs in the same field proposed by more than one campus. If UC already offers programs in the field, what are their placement records in recent years? What recent job listings, employer surveys, assessments of future job growth, etc. can be provided to demonstrate a strong market for graduates of this program, or for graduates of specialty areas that will be the focus of the program?

3. Importance to the discipline.

4. Ways in which the program will meet the needs of society. What evidence justifies the proposed degree program will meet a genuine societal need? Cite relevant literature where available.

5. Relationship of the program to research and /or professional interests of the 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
A statement on current faculty and immediately pending appointments. This should include a list of faculty members, their ranks, their highest degree and other professional qualifications, and a citation of relevant publications; data concerning faculty should be limited to only that information pertinent to the Committee’s evaluation of faculty qualifications. If proposers wish to submit full CVs for participating faculty, they should append them to the proposal.
For interdepartmental group programs only, one copy of letters from participating faculty indicating their interest in the program should be included.

Memoranda Of Understanding, in the form of charters and faculty by-laws for teaching resources required to administer the graduate program curriculum, must be appended. In addition, comments from all chairs of departments with graduate programs closely related to or affected by the proposed program should be appended.

SECTION 5. COURSES
A list of present and proposed courses including instructors and supporting courses in related fields. The catalog description of all present and proposed courses that are relevant to the program should be appended, along with descriptions of how the courses will be staffed and how the staffing of the program will affect existing course loads, as well as descriptions of the relationship of these courses to specific fields of emphasis and future plans.

SECTION 6. RESOURCE REQUIREMENTS
Estimated for the first 5 years the additional cost of the program, by year, for each of the following categories:

1. FTE faculty.

2. Library acquisition.
   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 and request a brief report on library materials, phasing of new acquisitions, and the projected resource impact. Append librarian report.

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. Indicate the intended method of funding these additional costs:
   a) What will the effects of reallocation be on existing programs?
   b) 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 programs?
c) How is the resource plan clearly related to campus enrollment and resource plans?

**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. Describe external and internal support sources. In fields that depend 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. Describe any campus fund-raising initiatives that will contribute to support of graduate students.

5. Append graduate student support table listing maximum number of students projected and sources of support for the first five years of the program following this sample format:

<table>
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<tr>
<th>Yr.</th>
<th># Students</th>
<th>Fellowships</th>
<th>TA Qtrs.</th>
<th>GSR Qtrs.</th>
<th>Other $</th>
<th>TOTAL $</th>
<th>$/Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>10,000</td>
<td>10,000</td>
<td>5,000</td>
<td>26,000</td>
<td>4,333</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>1,000</td>
<td>20,000</td>
<td>15,000</td>
<td>15,000</td>
<td>51,000</td>
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<td>150,000</td>
<td>5,000</td>
</tr>
</tbody>
</table>

**SECTION 8. GOVERNANCE**
If the program is offered by an interdepartmental group, or a unit that does not/has not offered graduate degrees, then describe the group. A charter and faculty by-laws must be appended.

**SECTION 9. 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 will 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 10. UCOP SUMMARY**
Append the summary questionnaire required by University of California Office of the President that was formerly required by the California Postsecondary Education Commission.