

FORMAT
 PROPOSAL FOR A NEW GRADUATE DEGREE PROGRAM
 SAMPLE COVER PAGE

_____ (Degree) Program in _____

To be offered by: _____
 (Department or proposed interdepartmental degree committee)

Submitted by: _____
 (Proposal authors names and titles)

Date Submitted to Graduate Council: _____

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Note: Eight copies of the proposal should be submitted to the Graduate Council for preliminary review.

PROPOSALS FOR NEW GRADUATE DEGREES AND PROGRAMS FORMAT ^{1,2}

The following outline for the preparation of proposals for new degrees and new programs for existing degrees is provided as a guide to the organization of the proposal. It indicates the basic information desired for Senate and Administrative review agencies.

Resource Requirements

A comprehensive analysis of resource requirements and enrollments is provided in Section 6 of this format and is an essential element of the proposal. If additional resources will be required, the Office of Academic Planning and Budget should be contacted for assistance or required information (for budget, Assistant Vice Chancellor Glynn Davies, or for enrollment planning assistance, Director, Caroline West).

As soon as possible, the proposal, including the complete resource analysis and enrollment plan, should be sent to the Dean(s) of the appropriate School(s) or College. The Dean(s)' evaluation of the proposal, including an indication of the level of support or priority for the proposed program must be attached to the proposal as an appendix.

The proposal should be sent to the University Librarian. The Librarian will review the immediate and long range Library resource requirements and their consequences for planned Library development. This response will also be an appendix.

Section 1. Introduction

A statement setting forth the following:

- (1) Aims and objectives of the program. Any distinctive features.
- (2) Historical development of the field and historical development of the departmental strength in the field.
- (3) The timetable for development of the program. (See also Section 6 regarding resource requirements and enrollment plans.)
- (4) Relationship of the proposed program to existing programs on campus and to the Campus Academic Plan. Evidence of high campus priority. If program is not in the Five-Year Academic Plan for the campus, the plan must be submitted immediately to the Office of the President.
- (5) Interrelationship of the program with other University of California programs. Differences from other similar programs within the University and in other California institutions, if applicable. (Any possibility of cooperation or competition with other programs within the University should be discussed.) Append an appropriate mix of letters of evaluation from chairs of departments in related fields from the UC system and outside. Effect of the proposed program on undergraduate programs offered by the sponsoring department(s).
- (6) Department or group which will administer the program.

¹ A summary in a specific format must be prepared for the Systemwide Administration. See Appendix A of this Format.

² A proposal to establish a new interdepartmental degree program (IDP) will be formulated by an ad hoc planning committee of interested University of California faculty.

(7) Plan for evaluation of the program by the offering department(s) and campuswide.

(8) For IDP proposals, evidence that the different participating disciplines contribute to the total program in such a way that the student cannot achieve the necessary knowledge without substantial study in two or more established departments.

Section 2. Program

A detailed statement of requirements for the program including the following (omit any item which is not an element of the program):

- (1) Undergraduate preparation for admission.
- (2) Foreign language requirement. (For the PhD degree; if there is to be none, include an argument.)
- (3) Program of study
 - (a) Specific fields of emphasis.
 - (b) Plan(s) (e.g. Masters I and/or II).
 - (c) Unit requirements.
 - (d) Required and recommended courses, including teaching requirements.
 - (e) When a degree program must have licensing or certification, the requirements of the agency or agencies involved should be listed in the proposal, especially the courses need to satisfy such requirements.
- (4) Field examinations and/or other pre-qualifying examinations.
- (5) Qualifying examinations--written and oral.
- (6) Thesis and/or dissertation.
- (7) Final examination. For PhD degrees, state whether the final defense is required by the department or IDP or it is optional to be determined by the dissertation committee.
- (8) Explanation of special requirements over and above University minimum requirements.
- (9) Relationship of master's and doctor's programs.
- (10) Sample program.
- (11) Normative time from matriculation to degree. (Assume student has no deficiencies and is full-time.) Also, specify the normative lengths of time for pre-candidacy and candidacy periods. 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 program.
- (2) Opportunities for placement of graduates. UC anticipates that CPEC in particular will expect detailed and convincing evidence of job market needs, especially for programs in graduate fields now well-represented among UC campuses and California independent universities. What recent

- assessments of current job opportunities, and future growth can be provided to demonstrate a strong market for graduates of this program?
- (3) Importance to the discipline.
 - (4) Ways in which the program will meet the needs of society.
 - (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 independent university programs, from similar programs proposed by other UC campuses?

Statistics or other detailed documentation of need should be provided.

Section 4. Staff

A statement on present teaching staff and immediately pending appointments. This should include a list of teaching staff members, their ranks, their highest degree and other professional qualifications, and a citation of no more than five recent publications; data concerning staff should be limited to only that information pertinent to the Committee's evaluation of faculty qualifications.

Proposals for IDPs must include:

- (1) Departmental letters of commitment in the approved Graduate Council Format from the departments that will be central to the implementation and operation of the program. Assistance in identifying the appropriate departments may be obtained from the Graduate Council Office.
- (2) A proposed organizational structure that assures full participation in decisions concerning any changes in the program and its administration, including recommended constitution of the of the committee to administer the IDP. This committee will be appointed by the Dean of the Graduate Division, acting for the Graduate Council.
- (3) Sources of available fellowship and assistantship support for student.

Section 5. Courses

A list of present and proposed courses including instructors and supporting courses in related fields. The General Catalogy copy and the Program Degree Requirements should be appended. The relationship of these courses to specific fields of emphasis and future plans. How will the courses be staffed given existing course loads?

If the program includes courses and faculty participation from related fields or other departments, letters of endorsement should be included from those responsible for approving such cooperative arrangements. (For IDP proposals, this will be included in the letters of support.)

Section 6. Resource Requirements and Enrollment Plan

(1) Explain the intended method of funding this program for the first five years, including fund sources. If no new resources are required, it is assumed that some internal reallocation will occur. Demonstrate how this is to be accomplished, indicating the units and budgets affected. If new resources are required, estimate the additional costs of the program, by year for the first five years, and indicate the intended method of meeting these additional costs. The following categories should be included, as applicable, in presenting this analysis:

- (a) FTE faculty
- (b) Staff FTE
- (c) Library acquisitions

- (d) Computing costs
- (e) Instructional equipment
- (f) Space and other capital facilities
- (g) Other operating costs

(2) Projected enrollments, by year and by student level for the first five years, showing the relationship between these enrollments and the campus enrollment plan. If enrollment quotas have been established for the program(s) affected by this proposal, state which program(s) will have their enrollments reduced in order to accommodate the proposed program.

Section 7. Graduate Student Support

It is recommended that all new proposals include detailed plans for providing sufficient graduate student support. 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. Are other extramural resources likely to provide graduate student support, or will internal fellowship and other institutional support be made available to the program? Describe any campus fund-raising initiatives that will contribute to support of graduate students in the proposed program.

How many teaching assistantships will be available to the program? Will resources for them be provided through approved enrollment growth, reallocation, or a combination? How will reallocation affect support in existing programs?

Section 8. Changes in Senate Regulations

Assistance with this section can be obtained from the Graduate Council Office (Luisa Crespo, ext 51162).

(1) The proposal should state clearly whether or not any changes in Senate regulations at the Divisional level or in the Senate Assembly will be required. If so, the complete text of the proposed amendments or new Regulations should accompany the proposal.

(2) A proposal for a new graduate degree or certificate must be accompanied by:

- (a) A draft of the enabling legislation for the Los Angeles Division of the Academic Senate, and
- (b) For the Regents' approval by Resolution, the title and letter abbreviation for the new degree should be clearly indicated in the proposal.

Section 9. Abstract

This section only applies to a proposal for a new program leading to a new degree designation, one not already authorized by the Regents to be offered on the UCLA campus and for which enabling legislation must be included under Section 7 (cf. L.A. Division By-Law 65.2 (B)(4), rev. November 11, 1986).

The abstract must be a statement of the program proposal in summary form, section-by-section, for distribution with the Call to a meeting of the Legislative Assembly of the Academic Senate, Los Angeles Division. The full text of the proposal will be available to Senate members for reference in the Graduate Council Office.

Section 10. (For IDP Proposals) Departmental Commitment to Interdepartmental Degree Programs

The Graduate Council affirms its responsibility for ensuring the quality of interdepartmental graduate degree programs. This responsibility extends beyond the initial review for approval, and is considered to be particularly relevant at the time of the eight-year Council review.

The Council cannot assume that a letter from the chair of a department by itself constitutes a commitment in the sense the Council requires. A letter from the Chair may not bind the department in perpetuity, and in any case, the department in question may wish to periodically review its commitments to interdepartmental programs. Accordingly, the Council will require a statement from each participating department, according to the following guidelines, at the time of proposal of a new interdepartmental program, and at each subsequent eight-year review. Failure to secure such commitments can only be construed as an indication of withdrawal of support by participating departments, and will place the future of the interdepartmental program in grave doubt; it may serve as grounds for suspension of the degree program.

It is the responsibility of the proposing or guiding committee of an interdepartmental program to secure the statements of commitment from participating departments. Such statements must be obtained from each of those departments which will carry a major share of the instructional burden or which otherwise makes significant contributions to the program. These statements should be in the form of letters to the Chair of the Graduate Council.

Interdepartmental degree programs are approved with the understanding that a unique educational experience is thereby created, drawing upon the resources of the several participating departments. Council approval is granted with the understanding that a commitment to the program exists on the part of the departments. A statement of the extent of that commitment must include at least the following information:

- (1) The department chair must state that the degree proposal or the degree program has been discussed with the entire faculty of the department (not just those who must participate), and that the precise nature of the departmental commitment has been clearly spelled out.
- (2) The department chair's letter must specify the exact nature of the commitment to the program. Such commitment may be in:
 - (a) space--where, how much, subject to what conditions?
 - (b) support personnel--who or what classifications, how many or what percent time, or how many FTEs?
 - (c) academic staff--who or what level(s) and series, how many FTEs?
 - (d) money--how much, what restrictions?
 - (e) courses offered--what courses, what enrollment limits; special courses for this program?; are currently offered courses being made available to students in this program?; are the courses already approved, or is approval pending?; who will teach the courses and what provision will be made should the currently assigned instructor be unable to teach the course in the future?

It is very important that the department chair provide all the information necessary to assure the Council every eight years that the departmental faculty understands and concurs in the commitment made on its behalf.

- (3) The Chair's letter must indicate that the faculty of the department was given an opportunity to vote on whether or not the department should participate in the program and whether or not it should make the commitments outlined in the chair's letter. The letter must state the outcome of that vote: the tally; the number voting and the number eligible to vote. The letter must also state that those dissenting in

the vote were invited to state their opposition in the form of a minority report to the Council. The report will be kept confidential and anonymous if the authors so desire, and the chair must so state at the time an invitation to file a minority report is extended.

FORMAT
DEPARTMENT LETTER OF COMMITMENT TO INTERDEPARTMENTAL DEGREE PROGRAMS

The following is a Format for departmental letters of support to interdepartmental degree programs. While the wording of the letter submitted by the department need not follow this model exactly, each of the points listed here should be covered in such a manner as to provide a clear picture of the extent of the department's commitment to the program needed as the basis for any Graduate Council action.

1. Statement of Department Support for Program

The Department³ of _____, at its meeting of (date) voted to support and participate in the Interdepartmental Graduate Program in _____ leading to the ___ degree(s) as follows: for____, against____, abstain____.

2. Extent of Departmental Commitment to the Program⁴

The Department has discussed and agreed upon the following aspects of its commitment to the program. This commitment is made for a period of at least eight years. It is undertaken on the understanding that the Department will be represented on the Committee to Administer the Interdepartmental Degree Program during this period and that the Department thereafter will reconsider the extent of its commitment in accordance with the procedures implied in this Format.

- a. The Department will staff, on a continuing basis, those courses that are included in the program, and will recruit replacement faculty as needed to fulfill this responsibility. The Department will contribute to the administration of the program through appointment of one of its members to the Interdepartmental Committee.
- b. The Department will accommodate increased enrollment in its course that may result from participation in the program as follows. (Please be as specific as possible and elaborate if needed; if none of the alternatives below seem approximately applicable, provide your own statement.)
 - i. The Department will accommodate any type increased enrollment in its courses that may result given the presently projected number of degree candidates in the program.
 - ii. The Department will, if needed, increase the frequency with which the relevant courses are offered.
 - iii. The Department can in general accommodate students from the program only up to a maximum number of ___ each time one of the relevant courses is offered.
 - iv. The Department will make every reasonable effort to adjust the scheduling of its courses in order to ensure that courses involved in the program are offered as needed.
- c. Please list the Department members that belong to the core faculty on which the operation of the interdepartmental program depend. The Department pledges to make every effort to recruit faculty with similar qualifications for leadership roles in the program should one of these members retire or leave UCLA within the next eight years. (Please include a summary--two pages at the most--of curricula vitae of core faculty, showing major publications of the last five years.)

³ Or where applicable, the Executive Committee of the Department or School.

⁴ Please include all applicable sections. Section 2.a. is regarded by the Graduate Council as the minimal commitment that can be made by a participating department.

d. The Department will provide support in the form of (minimum FTE number) Teaching Assistantships to students enrolled in the program. This commitment is made with the understanding that the duties of any students thus appointed will be performed entirely within the Department's teaching program and that all particular assignments to such duties are made at the sole discretion of the Department Chairman or Department member designated by him.

e. The Department will make available to students enrolled in the program departmental resources in the form of laboratory space office or carrel space, use of equipment. (Please specify relevant categories of such resource support and any limitations on utilization by students in the interdepartmental program that do not apply to students in the Department's own programs.)

f. The Department will contribute secretarial services and office space for filing, etc., in connection with the program. (Please indicate specifically how much secretarial assistance the interdepartmental Committee can depend on receiving on a regular basis--e.g., "one half-time secretary.")

3. Departmental Support of Faculty Participation (Please comment on all sections)

a. Release time will be provided, if necessary, for any faculty member whose duties connected with the administration of the interdepartmental program (e.g., as its Chairman) preclude his carrying his full-time teaching load in the Department.

b. The services of faculty members to the interdepartmental program will receive full recognition, for purposes of merit increases or promotions as equivalent to services within the Department itself.

c. Budgetary implications:

i. The duties of Department members in connection with the program will not occasion Departmental requests for additional budgetary support from University sources.

ii. The Department will require additional budgetary support from University or extramural sources in the event that activities connected with the program require a reduction of the Departmental duties of our members as follows. (Please describe--e.g., "release time for periods in excess of x quarters can be provided only in so far as the department is reimbursed 100% with soft money.")

4. Course Offerings

a. The following courses listed by the Interdepartmental Program are offered by our department on a regular basis every year:

Course No.	Course Title	"Required" or "Elective"
		(as listed by program)

b. The following courses listed by the program are offered by our Department on an intermittent basis:

Course No.	Course Title	Normal Frequency	"Required" or "Elective"
			(as listed by program)

5. Faculty Participation

a. _____, a tenured member of our faculty, has been directly involved in the development of the program as a member of the planning committee, and will be an active participant in the program after its approval. His/her fields of expertise are: _____.

b. Other faculty members who have expressed a firm interest in participating actively in the program are:

(name) (rank) (fields of interest)

c. In addition, the following members of our department regularly give courses in fields related to the program.

(name) (rank) (fields of interest)

6. Chair's Statement of Support

APPENDIX A

Summary of Information required by the California Postsecondary Education Commission (CPEC)

* * * * *

This questionnaire is to be completed by sponsoring faculty (department or interdepartmental committee) in the indicated format using as much space as needed and attached to the full proposal. The questionnaire will be used by Systemwide Administration to prepare a report to CPEC.

1. Name of Program: _____
2. Campus: _____
3. Degree/Certificate: _____
(The certificate category referred to includes all organized programs which award certificates for academic achievement. This includes professional certificate programs. Skills programs which are designed specifically for state licensing purposes need not be reported.)
4. CIP Classification (to be completed by Office of the President):
5. Date to be started: _____
6. Modification of existing program, identify that program and explain changes. (This means new programs that have roots in existing programs--which may or may not be degree programs.)
7. Purpose (academic or professional training), distinctive features and justification. How does this program differ from others, if any offered in California. The document issued by CPEC titled "Inventory of Academic and Occupational Programs in California Colleges and Universities" is in the Graduate Council Office (extension 51162). The new program must be compared with similar programs listed in the inventory.
8. Type(s) of students to be served.
9. If program is not in current campus academic plan, give reason for starting program now.
10. If program requires approval of a licensure board, what is the status of such approval?
11. Please list distinctive features of the program having the character of credit for experience, internships, lab 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 UC campus and other California institutions, public or private, which now offer or plan to offer this program or closely related programs. (The current requirement is that these programs be listed. What is of concern is possible duplication. Proposal sponsors should be aware of this and give careful attention to the program justification in #6.)

15. List any related program offered by the proposing institution and explain relationship.
16. Summarize employment prospects for graduates of the proposed program. Give results of job market survey if such have been made. (This is aimed at graduate or undergraduate professional programs.)
17. Give estimated new and total 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.

(The additional resources, if any, required by the proposed program must be included even if they can be supplied by campus reallocation.)

19. How and by what agencies will the program be evaluated? (This refers to the campus' and professional review procedures.)