

## GUIDELINES FOR ESTABLISHING UNDERGRADUATE MAJORS

The following outline addresses the preparation and organization of proposals for new degrees. It indicates the basic information required by Senate and administrative review agencies and the order in which the information should be presented.

### I. INTRODUCTION

1. Name of major and degree title (e.g., B.A. in History)
2. The School/Department/Program which will administer the major
3. Include in the faculty vote: Number eligible to vote, Number who recommend approval, Number who recommend against approval, Number who abstain, and Number absent or on sabbatical. The Standing Orders of the Regents state, "No change in the curriculum of a college or professional school shall be made by the Academic Senate until such change shall have been submitted to the formal consideration of the faculty concerned." Please designate who are the faculty concerned for the purposes of this major. In most cases the appropriate response will be "the members of the Physics Department" or "the core faculty of Women's Studies" or "the core faculty and the affiliated faculty of Women's Studies." However, some interdisciplinary majors and minors will require a more specific response.
4. Is the major included in the most recent five-year plan?
5. (a) Briefly describe the historical development of the field, the discipline as offered at other UC campuses, and development of the discipline at UCI. Is the major addressed in the Campus Academic Plan?
  - (b) Why is it important to begin the major now?
  - (c) Ways in which the program will meet the needs of society
  - (d) Is this considered a standard major at other major research universities
6. Address the following educational aspects of the major:
  - (a) Educational goals and objectives of the major, that is, what graduating seniors are expected to know or be able to do at the end of their course of study, and how this will be assessed.
  - (b) How the proposed structure of the curriculum leads to the achievement of the stated learning goals and objectives. This may take the form of a curriculum matrix that aligns courses with learning outcomes; a description of a capstone course; a discussion of prerequisite courses and progression in the major; an explanation of

how introductory courses provide a foundation needed for success in the upper division courses; or an explanation of how and where in the curriculum students will develop both breadth and depth in the discipline.

(c) Distinctive features of the major which differentiate it from similar majors offered at UCI and at other major research universities.

7. Elements and timetable for developing and sustaining the major (e.g., faculty hiring, departmentalization, curricular development, space, library, laboratories, student support services, etc.)

8. What is the relationship of the proposed major to existing programs on campus? What effect will the proposed major have on other undergraduate and graduate programs at UCI?

## **II. PROJECTED DEMAND**

Statistics or other detailed documentation of anticipated demand should be provided. Include the following information:

1. Projected student demand for the major (Include estimated number of majors each year for the first five years)
2. The projected number of degrees to be awarded each year for the first five years
3. Please describe student input, if any, to the development of this major

## **III. STUDENT/FACULTY OPPORTUNITIES**

1. Opportunities for graduates (e.g., graduate school, careers)
2. Relationship of the program to research and/or professional interests of the faculty

## **IV. PROGRAM AND COURSES**

A detailed statement of requirements for the major should include the following:

1. Curriculum
  - (a) List all required and elective courses (course number and title), including all university level prerequisite and corequisite courses
  - (b) Include Course Action Forms for all new or revised courses
  - (c) Special requirements if any (e.g., research projects, examinations, field studies)

(d) Will specializations, concentrations, or emphases be offered? If so, list specific titles and requirements

(e) Provide a sample four-year program for completion of the degree

2. Academic preparation for the major

(a) What is the recommended preparation at the freshman level for success?

(b) What is the recommended preparation for junior-level standing?

(c) Please list prerequisites for admission of new students at the freshman and transfer levels

3. Include a list of present and proposed courses including potential instructors. What impact will this have on existing course loads?

4. What impact will the proposed major have on other undergraduate and graduate programs at UCI?

(a) If the major includes courses and faculty participation from related fields or other departments, letters of agreement from the department chair(s) (or equivalent) must be included

(b) Include comment letters from all department chairs from areas related to the proposed major

5. Proposed catalog copy including description of major, the educational goals and objectives of the major, and all requirements.

**V. ACADEMIC STAFF**

1. Attach the endorsement of the complete proposal by the Faculty Executive Committee, or equivalent, of the school with the official vote attached

2. (a) List of faculty members in your department expected to teach majors' courses on a regular basis, including faculty ranks and areas of specialization

(b) Submit proposed course teaching assignments for at least one year in advance

**VI. RESOURCE REQUIREMENTS**

Explain the intended method of funding this major for the first five years. If no new resources are required, it is assumed that some internal reallocation will occur.

Demonstrate how this is to be accomplished, including the units and budgets affected.

Describe the impact of this new degree program on existing graduate programs. If new

resources are required, estimate the additional cost of the major 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.

1. Faculty FTE, including proposals for release time, if relevant
2. Teaching assistantships required
3. New library acquisitions. Include a letter from the University Librarian or the Head of Collection Development.
4. Instructional equipment, including computer and laboratory
5. Staff: staff shared with other programs; staff exclusive to administration of this major
6. Describe the resources or infrastructure available for the academic advising of new majors
7. Space and other capital facilities
8. Other operating costs

## **VII. INTERDISCIPLINARY DEGREE PROGRAMS**

Interdisciplinary degree programs (IDPs) are approved with the understanding that a unique educational experience is thereby created drawing upon the resources of faculty from the campus as a whole.

In addition to providing the information required in Section I-VI, include the following information:

1. Statement of commitment from the dean of the school or equivalent (depending on whether the IDP will be housed in a school or in academic programs) to provide administrative support resources and to negotiate cross-listing of courses and faculty release time.
2. The level to which services of faculty who participate in the IDP will receive recognition, for purposes of merit increases or promotions, equivalent to services within departments
3. Statement of faculty participation, including:
  - (a) The level to which faculty members will be directly involved in the development of the IDP (e.g., whether they are "core" or "allied" faculty)

## **APPENDIX N**

(b) The level to which faculty members have expressed a firm interest in participating in the IDP

(c) The number of faculty members who regularly give courses in fields related to the IDP

(d) Release time needed if necessary

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