

UNIVERSITY OF CALIFORNIA, ACADEMIC SENATE

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July 14, 2014

SENATE DIVISION CHAIRS

**Re: UCEP Guidelines for systemwide course approvals**

Dear Colleagues:

As you know, Senate Bylaw 170.B charges UCEP with approving courses to be offered as systemwide. After extensive discussions, including consultations with UCOP leadership overseeing UCOP-supported online instructional activities, earlier this year UCEP developed the attached guidelines for approving courses to be offered as systemwide courses. Due to an oversight in this office, the guidelines were not distributed to you at that time. They may become increasingly important over the next year or two as UC campuses expand their course offerings for cross-campus enrollment and consider whether to propose that specific offerings receive systemwide designation.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Bill Jacob".

Bill Jacob

Encl (1)

Cc: UCEP  
Executive Director Winnacker  
Divisional Directors  
Systemwide Senate Analysts

## UCEP Guidelines for Systemwide Course Approvals

Senate Bylaw 170.B.3 states that UCEP shall approve UC undergraduate courses as system-wide courses.

The system-wide course designation provides a mechanism for the stewardship of such courses when the proposing entity is not campus-based. A system-wide course counts as UC unit credit, just as it would coming from any campus. System-wide courses are not guaranteed to fulfill GE, premajor, or major credit.

UCEP will determine if a course is appropriate for system-wide status based on the following principles of educational quality.

1. Quality in content – A system-wide course should demonstrate a coherent instructional mechanism. In the case where course content is of a special nature, or represents a unique UC feature, these factors also contribute to excellence.
2. Quality in presentation – A system-wide course represents the system and must represent high quality in terms of presentation. System-wide courses that employ technology must demonstrate platform flexibility, access and a statement on development status.
3. Quality in support – A system-wide course will need UCEP review at seven year intervals. A statement of individual faculty support is the minimum requirement. Department and/or divisional support for system-wide courses is desirable. If a course is intercampus (it articulates for GE/major credit at other campuses) this demonstrates curricular support.

The following information should be included in the application for system-wide designation.

1. A statement on excellence, in response to the principles outlined above.
2. The course title and number, instructor(s), contact email and campus, and the quarter(s) or semester(s) that the course will be offered.
3. All evidence that may have been submitted for the course's local or divisional approval.
4. A link to the course if it is available online.
5. An estimate of the number of matriculated and non- matriculated students to be enrolled.
6. An elaboration of the course specifics. Reference to the original evidence submitted for local approval may be used, but proposers are advised that materials submitted for local/divisional approval may not meet system-wide standards for educational quality.
  - A. A description of how the course will be taught including a syllabus, and a justification of the unit values.
  - B. A description of the modes of technologically mediated instruction (e.g., webcast lectures, moderated discussion lists, synchronous or asynchronous web-based discussion sections, email, chat rooms), a description of the modes

of non-technologically mediated instruction used (live lectures, TA sections, etc.).

C. A plan for evaluating student learning outcomes.

D. (optional) Development plan – If the course is simultaneously in development, outline the project phases for a seven-year cycle.

Systemwide course status must be reviewed every seven years.

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