



James Steintrager
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Chair of the Assembly of the Academic Senate
Faculty Representative to the Regents
University of California
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200

May 7, 2024

**KATHERINE S. NEWMAN
PROVOST & EXECUTIVE VICE PRESIDENT**

Re: UCEP Review of the UC Center in Sacramento

Dear Katherine,

I write to inform you of a decision made by the University Committee on Educational Policy (UCEP) regarding reviews of the UC Center in Sacramento (UCCS). Recently, the UC Davis Senate division requested that UCEP undertake the review of the UCCS, noting that UCD has had administrative oversight for the center since 2010 even though it is a systemwide unit. UCEP concurs with the Davis division's assessment that UCCS operates as a systemwide instructional program akin to the UC Washington Center (UCDC) and that reviews of such entities should fall within UCEP's purview as outlined in [Senate Bylaw 170.B.3](#). Given these considerations, UCEP is willing to assume responsibility for reviewing the UCCS every seven years, beginning in the academic year 2024-25.

UCEP is committed to conducting a comprehensive review of the UCCS to ensure the program continues to meet standards of academic excellence and to serve the needs of UC students effectively.

Thank you for your support of this important endeavor. Please do not hesitate to contact me if you have any questions.

Sincerely,

James Steintrager, Chair
Academic Council

Cc: Academic Council
Chief of Staff Beechem
Senate Division Executive Directors
Senate Executive Director Lin

Encl:



UNIVERSITY COMMITTEE ON EDUCATIONAL POLICY (UCEP)
Melanie Cocco, Chair
mcocco@uci.edu

Assembly of the Academic Senate
1111 Franklin Street, 12th Floor
Oakland, CA 94607-5200
Phone: (510) 987-9466

April 4, 2024

**JAMES STEINTRAGER, CHAIR
ACADEMIC COUNCIL**

RE: UCEP REVIEW OF THE UC CENTER SACRAMENTO (UCCS)

Dear Jim,

During our March 18th videoconference, the University Committee on Educational Policy (UCEP) voted unanimously to assume responsibility for reviewing UC Center Sacramento as requested by the UC Davis Senate Division (see attachment A). Per Senate Bylaw 170.B, UCEP is charged with approving systemwide courses. In 2011, the committee established the procedures for approving systemwide courses (see attachment B), and in 2014 the policy was updated to include Senate review of systemwide courses and programs every seven years (see attachment C).

As described in the memo from UCD Division Chair Palazoglu, the last comprehensive review of UCCS was conducted by UCOP during the 2018-2019 academic year and the report was provided to the Davis Division. At that time, UCD's Undergraduate Council (UGC) recommended the removal of UCCS from its Special Academic Program's (SAP) regular seven-year review cycle "with the assurance of regular Academic Senate oversight at the systemwide level." The UGC did not receive that assurance, so UCCS remained on SAP's review schedule and has not been the subject of a systemwide Senate review. The Center was scheduled for review by the SAP this academic year. The SAP found the materials submitted by UCCS to be insufficient and notified the UGC. Subsequently, the UGC recommended that UCCS be regularly reviewed at the systemwide level by UCEP. As a systemwide instructional program, UCCS should be treated in a similar manner to the UC Washington Center which is currently reviewed by UCEP.

I would ask that you advise Provost Newman about UCEP's intention to review UC Center Sacramento and underscore that the goal of this review is to identify ways to support the program and the students it serves from across the system. The committee looks forward to working in collaboration with UCCS leadership and the Office of Academic Personnel and Programs at UCOP on the [program's self-study](#).

UCEP appreciates the opportunity to comment on this matter. Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Melanie Cocco".

Melanie Cocco, Chair
UCEP

ATTACHMENT A

UNIVERSITY OF CALIFORNIA, DAVIS

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academicsenate.ucdavis.edu

February 26, 2024

James Steintrager
Chair, Academic Council

RE: Request for Systemwide Review of UC Center Sacramento

Dear Jim,

The UC Center Sacramento (UCCS), a program jointly administered by the UC Office of the President (UCOP) and UC Davis, was scheduled for Davis Division special academic program review this year. In the fall, the Davis Division Special Academic Program Committee (SAP), a sub-committee of the Davis Division's Undergraduate Council (UGC), reviewed the report provided by UCCS for review and found them to be insufficient. UGC also assessed the materials and found that they "consisted exclusively of slides for a presentation."

The last comprehensive review of UCCS was conducted by UCOP during the 2018-2019 academic year. UCOP provided that review report to the Davis Division as a request for consultation (RFC), and the Division's response is enclosed for reference. At that time, UGC recommended the removal of UCCS from SAP's regular seven-year review cycle "with the assurance of regular Academic Senate oversight at the systemwide level." We did not receive that assurance, so UCCS remained on SAP's review schedule and, to the best of our knowledge, has not been the subject of a systemwide Senate review.

During its January 11 meeting, UGC discussed the materials provided by UCCS for their 2023-2024 review, the responses to the aforementioned RFC, and a memo written by SAP detailing their concerns. UGC recommended that UCCS be regularly reviewed at the Systemwide level by the University Committee on Educational Policy (UCEP). As a systemwide instructional program, UCCS should be treated in a similar manner to the UC Washington Center (UCDC) which is currently reviewed by UCEP. Moreover, and consistent with Senate Bylaw 170(B)(1), UCEP may "consider and report on matters referred to it by the President of the University, the Assembly, a Division, or any Senate committee." UGC's memo with additional recommendations is enclosed, and I encourage you to read it in its entirety.

In accordance with UGC's recommendation, the Davis Division formally requests that periodic review of the UCCS program be conducted via the systemwide Senate office. As UCCS is jointly administered by UC Davis, the Davis Division requests the ability to comment on the review when it is completed.

Sincerely,

ATTACHMENT A



Ahmet Palazoglu
Chair, Davis Division of the Academic Senate
Distinguished Professor of Chemical Engineering
University of California, Davis

Enclosed: 1. Memo from the Undergraduate Council with Enclosures (dated January 26, 2024)
 2. Davis Division Response to UCOP UC Center Sacramento Review with Enclosures
 (dated June 19, 2019)

c: Monica Lin, Executive Director, Systemwide Academic Senate
 Edwin M. Arevalo, Executive Director, Davis Division of the Academic Senate
 Mary Vasquez, Associate Director, Davis Division of the Academic Senate
 A. Katie Harris, Chair, Undergraduate Council
 Melanie Cocco, Chair, University Committee on Educational Policy

January 26, 2024

Ahmet Palazoglu

Chair, Davis Division of the Academic Senate

RE: UGC recommendation regarding the future reviews of the Special Academic Program UC Center Sacramento

Dear Ahmet:

The Special Academic Program Committee (SAP), a sub-committee of Undergraduate Council (UGC), has examined the provided materials for the special academic program review of the UC Center Sacramento (UCCS). The materials submitted for this review, which was a modified review (on which, see below), consisted exclusively of slides for a presentation originally made to the UCCS advisory board. These materials raised concerns with the SAP committee. As a result, SAP wrote to UGC regarding its concerns (enclosed).

At its meeting on January 11, UGC discussed SAP's memo and the provided materials, and developed the following concerns and recommendations for future reviews of UCCS:

- The information provided was insufficient and inadequate for a thorough special academic program review. It is strongly recommended that additional information and data be included.
- Since the program is a UC-wide program, UGC recommends that UCCS should be reviewed by a Systemwide committee, the University Committee on Educational Policy (UCEP), and then provided for the Davis Division to comment on the review.

These concerns and recommendations are best understood in the context of some background information about the relationship between UCCS and UGC. While UCCS is a Systemwide unit, UCD has exercised administrative oversight over it since 2010. For this reason, review of its undergraduate academic programs has been a responsibility of SAP. In 2016-17, SAP determined that UCCS had "adequate oversight by instructors and their faculty council" according to the Program Review Schedule. In 2018-19, UCOP performed a comprehensive review of UCCS and sent it to the Davis Division as an RFC. UGC responded to the RFC and stated the following: "With the assurance of regular Academic Senate oversight at the systemwide level, UGC would recommend removing UCCS from the review schedule of the UC Davis Special Academic Programs Committee, a subcommittee of UGC where it is currently placed and reviewed on a regular seven-year schedule. The UC Davis Special Academic Programs Committee reviewed the program in 2016-17, and at that time the committee determined the program had adequate oversight by instructors and their faculty council, however systemwide oversight does seem appropriate for this program." UCCS, however, remained on the Program Review Schedule for a "modified review" in 2023-24. "Modified review" is described in [SAP Program Review Schedule](#), which states: "...SAP will request that UCCS provide the committee with the most recent Advisory Board Faculty Council Report in lieu of conducting the standard SAP review. Because UCCS is a system-wide program administered by UC Davis, if concerns are noted they will be forwarded to UCEP via UGC."

UGC requests that as Divisional Senate Chair, you send this recommendation forward to the Systemwide leadership and UCEP for consideration.

ATTACHMENT A

UC DAVIS: ACADEMIC SENATE
UNDERGRADUATE COUNCIL

UGC further requests for clarification about the relationship between UCCS and the new UC Student & Policy Center.

Thank you.

A handwritten signature in black ink, appearing to read 'A. Harris', with a long horizontal flourish extending to the right.

A. Katie Harris
Chair, Undergraduate Council

Enc: Memo from the Special Academic Program Committee regarding the UCCS SAP Program Review (dated December 5, 2023)
University of California Center Sacramento Program Self-Review (Fall 2023)

c: Edwin Arevalo, Executive Director, Davis Division of the Academic Senate

December 5, 2023

A. Katie Harris

Chair, Undergraduate Council

RE: Recommendations Regarding University of California Center Sacramento (UCCS) Special Academic Program Review

Dear Katie:

The Committee on Special Academic Programs (SAP) has conducted a preliminary review of the report provided by the University of California Center Sacramento (UCCS). We have concluded the provided documentation and background is inadequate for review, alongside an unclear history and guidance for how SAP is to perform such a review. SAP requests that UGC forward the following recommendations regarding UCCS to the Systemwide University Committee on Educational Policy (UCEP) for further review, since UCCS is first and foremost a Systemwide program.

In 2016-2017, SAP determined that UCCS was receiving sufficient oversight by the program's Advisory Board and Faculty Council. In the current review cycle, rather than completing a standard SAP review, a request was made to UCCS that they provide the most recent Advisory Board Faculty Council Report, per the Program Review Schedule.¹ In accordance with that request and based on the review cycle, UCCS provided a report for the 2023-24 review that lacked sufficient content for a thorough review, per the charge of SAP. The enclosed report was confirmed to be the most recent Advisory Board Faculty Council Report.

Following its review of the situation and associated documents, SAP raises a concern that the UCCS lacks adequate oversight. SAP recommends that UCEP ensure there are regular, formal written reviews/response for the program (on a scheduled cycle). This recommendation was previously provided when UGC was consulted² on UCOPs 2019 Current State Assessment Report of UC Center Sacramento.³ Given that the program is jointly administered by UCOP and UC Davis, SAP also recommends that the Davis Division be given appropriate oversight responsibilities, which include the ability to comment on the conduct of the program.

Sincerely,



Russ Hovey, Chair

c: Mary Vasquez, Associate Director, Davis Division of the Academic Senate
Karleigh Shepard, Policy Analyst, Davis Division of the Academic Senate

Enclosure: 1. University of California Center Sacramento Program Self-Review

¹ [Revised Special Academic Programs Review Schedule](#)

² [Undergraduate Council Response to UC Center Sacramento Current State Assessment Report](#)

³ [UC Center Sacramento Current State Assessment Report](#)

ATTACHMENT A

UC Center Sacramento



<https://uccs.ucdavis.edu>

UC CENTER
SACRAMENTO



UCCS Program

- UCCS Structure
- Our Dual Mission
- Program Highlights
- Course Curriculum & Research Project
- Knowledge Sharing Curriculum
- Extended Curriculum & Professional Development
- Internships & Internship Placement
- Making UCCS Accessible
- UCCS Demographics



UCCS is a UC system-wide program

UCCS Dual Reporting Lines

UC Davis: Provost Mary Croughan

UCOP: Provost Katherine Newman

UCCS Team

Director: Dr. Richard Kravitz

Associate Director: Cindy Simmons

UCCS Instructors: Ross Butters & Jordan Kujala

UCCS Staff: Brooke Miller-Jacobs, Michael Hicks,

Soua Lo, and Alejandra Corby-Hernandez

UCCS Oversight

UCCS Faculty Council – Chair, Janet Coffman, UCSF

UCCS Advisory Board – Chair, Tom McMorrow



ATTACHMENT A

UCCS Dual Mission

- We **Prepare** UC Students for civic engagement and careers in California politics, policy, advocacy, and public service **or** prepare them for graduate & professional school
- We **Share knowledge** to support evidence based policy making



UCCS Program Highlights



- UC wide experiential learning program in California politics, policy & civic engagement
- Students take seminar like courses and earn **16 quarter units**
- Students are referred to an **internship** through a match-referral process and intern a minimum of **20 hours/week**
- They gain access to the policy & advocacy community in Sacramento including **professional development opportunities**
- Students maintain full-time status and **remain eligible for financial aid**



Course Curriculum & Research Project

- Quarter long courses designed to teach students about political processes, policy challenges, and policy research
 - Health Policy, Education Policy, and Other Special Policy Topics
- Complete a research paper, poster project, and present at the UCCS Undergraduate Research Showcase
 - Topics are **selected by the student** and approved by UCCS faculty



Past Research Topics

- The Invisible Barriers that Restrict the Production of Affordable Housing in California
- Food Deserts: Where The Thirst For Nutrition is Making People Hungry
- Human Trafficking: California's Silent Slave Industry



Knowledge Sharing Curriculum

- Bridge gap between **UC research & state policy** makers and support evidence based policy making in California
- **Wednesday Speaker Series**
 - Weekly presentations from UC professors on a variety of public policy issues
 - Integrated with the UCCS academic curriculum
 - Attended by students, UC faculty, legislative staff, and members of state agencies



Knowledge Sharing Curriculum

Past Wednesday Speaker Series topics have included:

- COVID-19
- Homelessness, Housing Crisis
- Drought, Climate Change, Impacts of Wildfires
- Chronic Absenteeism, School Violence & Safety
- Mass Incarceration, Recidivism
- Cannabis Legalization, Tobacco Epidemic
- Election Reform, Voting Behavior
- Sex Trafficking, Childhood Poverty, Firearm Violence
- Healthcare, Health Information, Reproductive Health, Food Insecurities
- Immigration, Immigrant Policing



Extended Curriculum & Professional Development

- Students learn how to **network** and conduct informational interviews
- They **Connect** with UCCS Alumni Network
- Students gain knowledge on how to become competitive for **MPP Program, graduate school, or law school programs and other post-graduation programs like the Capital Fellows Program**
- Students meet with former/current elected state & city officials
 - **Governance Fellow, Catharine Baker (2023)**
- Students attend a how to get a **state job** presentation
- **Students have easy access to career advising, resume, and interview preparation**
- Goal is to positively influence student's post-graduation outcomes





ATTACHMENT A

Public Policy Internship Host Sites



- Executive Branch
- Education
- Business
- Environment
- Law
- Political Reform
- Immigration

- Communication
- Legislative Branch
- Health Policy
- Local Government
- International Affairs
- Non-Profits
- State Agencies
- [And More](#)



Internship Match-Referral Placement Process

- Equity focused – students do not need to have access to professional networks prior to UCCS participation
- All students receive a referral for an internship match after students accept their offer of admission. We have a 100% internship placement rate



Making UCCS Accessible: UCCS Scholarships

Health Justice Scholars Award (\$1,500)

- Made possible by a grant from the California Endowment

UCCS Student Scholarship (\$200-250)

- Made possible by UCCS donations

We are always working on additional award and scholarship opportunities!



UCCS Demographics

- UCCS students enroll from all UC undergraduate serving campuses. All UC undergraduate campuses are represented each year
- 49% of UCCS students self-identify as URM students
- 66% of UCCS students self-identify as female
- 81% of UCCS students receive financial aid
- 43% of UCCS students are Pell Grant recipients
- 47% of UCCS students self-identify as first generation college students

*Demographic information for UCCS students that applied and were accepted from 2020-2023. Please note that 40 paper applications from this same time period were not included in the data set.



ATTACHMENT A

UNIVERSITY OF CALIFORNIA, DAVIS

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academicsenate.ucdavis.edu

June 19, 2019

Robert May

Chair, Academic Council

RE: UC Center Sacramento Review

Dear Robert:

The UC Center Sacramento (UCCS) Review was forwarded to all standing committees of the Davis Division of the Academic Senate. Four committees responded: Graduate Council (GC), Planning and Budget (CPB), Undergraduate Council (UGC), and the Faculty Executive Committee of the College of Letters and Science (L&S).

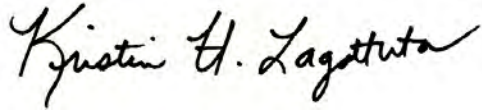
Committees think UCCS is of great value to the UC system and agree overall with the current and future state assessments of UCCS. Committees offer the following recommendations:

- UCOP should offer funds to UC Davis to compensate for UC Davis' in-kind benefits. CPB also supports additional funding from UCOP to grow student enrollment at UCCS, thus stabilizing UCCS' financial position.
- Noting that many graduate students are interested in science policy, GC believes that "three fellowships per year may be too small...strong consideration should be given to increasing the number of fellowships." Moreover, UCCS could help "coordinate internships between graduate students and government agencies in Sacramento."
- UGC supports the proposed governance structure but recommends that the Systemwide Academic Senate "have a primary role in determining the composition of the Academic Advisory Committee (AAC)," and the AAC should provide regular reports to CCGA, UCEP, and/or Academic Council.
- CPB recommends that UCCS build synergies with the new UC Davis Office of Public Scholarship and Engagement, as well as Aggie Square.
- Multiple committees called for expanded outreach and messaging about educational opportunities at UCCS.

The Davis Division appreciates the opportunity to comment.

ATTACHMENT A

Sincerely,

A handwritten signature in black ink that reads "Kristin H. Lagattuta". The signature is written in a cursive, flowing style.

Kristin H. Lagattuta, Ph.D.
Chair, Davis Division of the Academic Senate
Professor, Department of Psychology and Center for Mind and Brain

Enclosed: Davis Division Committee Responses

c: Hilary Baxter, Executive Director, Systemwide Academic Senate
Michael LaBriola, Principal Policy Analyst, Systemwide Academic Senate
Edwin M. Arevalo, Executive Director, Davis Division of the Academic Senate

May 21, 2019

Kristin Lagattuta

Chair, Davis Division of the Academic Senate

RE: Review of UC Center Sacramento (UCCS)

The Committee on Planning and Budget (CPB) reviewed the Current State Assessment Report of, and the Future State Proposal for, UC Center Sacramento (UCCS). We recognize UCCS' value both for students and for UC's engagement with state policymakers, thus we support additional funding from UCOP to grow student enrollment at UCCS and to make it more financially stable. Likewise, we support providing UC Davis with additional funding to compensate its administrative and academic support of UCCS.

In addition, we recommend that UCOP, UC Davis, and UCCS leadership consider how to leverage synergies between UCCS and UC Davis' new Office of Public Scholarship and Engagement, as well as Aggie Square. Such synergies could lead to greater visibility and support for UCCS, in turn improving students' experience (through additional internships and potential residential opportunities) as well as UC's relationships with state policymakers.

CPB appreciates the opportunity to comment.

May 24, 2019

TO: Academic Senate Chair Kristin Lagattuta

RE: UC Center Sacramento (UCCS) Review

The Academic Planning and Development subcommittee (APD) of Graduate Council (GC) met on May 2, 2019 to discuss UC Center Sacramento Review. There was strong support for increasing the UCCS scope to include more and larger programs for graduate students as suggested throughout the report. There are many graduate students in the science programs interested in science policy and the UCCS program has the potential to develop impactful programs for these students. Three fellowships per year may be too small given the potentially large number of graduate students across the entire UC system interested in science policy. Thus, strong consideration should be given to increasing the number of fellowships. A potentially low-cost way of increasing graduate student opportunities at the center would be for UCCS to help coordinate internships between graduate students and government agencies in Sacramento. If there was a designated point person on each campus for the center, this might better facilitate graduate student participation. Finally, it was not clear what efforts are being made to inform undergraduate and graduate students about the educational opportunities available at the center.

ATTACHMENT A

TO: Kristin Lagattuta, Chair of UC Davis Academic Senate

FROM: Leo Bernucci, L&S FEC Chair 2018-19

REF: **UC Center Sacramento Review**

DATE: May 7, 2019.

The L&S Faculty Executive Committee (FEC) discussed the *UC Center Sacramento Current State Assessment Report* during our 6 May 2019 meeting. It is the general opinion of the FEC and also that of Dean Spiller that the *Center* represents a great value to the entire UC system.

Concurring with what has been noted in the report, the FEC believes that an equivalent support model established for UC Santa Barbara, regarding the UC Education Abroad Program (UCEAP), should be applied to the *UC Center Sacramento*. UC Davis contributes significant in-kind benefits to *UCCS*, which could be valued at nearly \$95,000 (roughly 6.8% of *UCCS*'s annual operating budget. This percentage is equivalent to that the UC Education Abroad Program pays to UC Santa Barbara). The UC Office of the President should offer funds to UC Davis to cover these in-kind benefits to match systemwide programs and ensure accountability and success.

We as a committee also recommend that this public career program be widely publicized, including among the STEM student population, with the goal that more students enrolled in science major programs will also participate in *UC Center Sacramento* activities in the near future.

Thank you.

Leo Bernucci, Chair

L&S Faculty Executive Committee

ATTACHMENT A

Undergraduate Council (UGC) has reviewed and discussed the UC Center Sacramento Current State Assessment Report. The committee appreciates the very thorough and comprehensive report and in general agrees with the recommendations in the Proposal for the Future State. In particular, UGC supports the proposed governance structure, but recommends that the systemwide Academic Senate have a primary role in determining the composition of the Academic Advisory Committee (AAC) and that the AAC should provide regular reports to one or more committees of the systemwide Academic Senate (CCGA, UCEP, and/or Academic Council). With the assurance of regular Academic Senate oversight at the systemwide level, UGC would recommend removing UCCS from the review schedule of the UC Davis Special Academic Programs Committee, a subcommittee of UGC where it is currently placed and reviewed on a regular seven year cycle. The UC Davis Special Academic Programs Committee reviewed the program in 2016-17, and at that time the committee determined the program had adequate oversight by instructors and their faculty council, however systemwide oversight does seem appropriate for this program.

ATTACHMENT B
UNIVERSITY OF CALIFORNIA, ACADEMIC SENATE

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Daniel L. Simmons
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Email: Daniel.Simmons@ucop.edu

*Chair of the Assembly and the Academic Council
Faculty Representative to the Board of Regents
University of California
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200*

June 24, 2011

**LAWRENCE PITTS, PROVOST AND EVP
UNIVERSITY OF CALIFORNIA**

Re: Revised UCEP policy on approval for systemwide courses

Dear Larry:

At its meeting on June 22, the Academic Council approved a revision of UCEP's policy on the approval of systemwide courses. Originally written for UCDC courses, the revision broadens the policy to include online courses that are submitted for approval as systemwide courses. I will forward the revised policy to the divisions for use by their Committees on Educational Policy and Committees on Courses, and I request that you circulate it to the EVCs.

Thank you for your assistance in disseminating the policy, and please do not hesitate to contact me or UCEP Chair David Kay if you have any questions.

Sincerely,



Daniel L. Simmons, Chair
Academic Council

Copy: Academic Council
Martha Winnacker, Academic Senate Executive Director

Encl. (1)

UCEP Policy For Approval and Listing of System-wide Courses

Bylaw 170.B.3 states that the University Committee on Education Policy (UCEP) shall...” Approve UC undergraduate courses as system-wide courses to be listed in Divisional catalogues. (En 10 Nov 04)”. UCEP adopted the following as the procedure to be followed for designating courses as systemwide courses. (5 Oct 09)

Approval As A Systemwide Course. If a course is already approved by a UC campus, UCEP will determine the appropriateness of the course to be a system-wide course. These courses will typically be: 1) courses taught at a site not specifically associated with a campus, such as UCDC or UC Sacramento; 2) online courses available for enrollment by students from multiple UC campuses; 3) Courses specifically intended to be multi-campus courses.

If the course has not been approved by a UC campus and has a UC-approved instructor, UCEP asks that the course be sent to the courses committee on the instructor’s campus for approval. If the proposed instructor is not from a UC campus, UCEP will work with the course proposer to identify a campus where the course approval process can take place.

Designation of Units. Campus courses committees will approve the number of units for a course based on their term structure. A quarter course units will scale to semester units using standard conversions (one quarter unit = $2/3$ semester units), and vice versa. If a course is designed to have different content depending whether it is taken by quarter or semester students, the approving campus will approve units for its term format, and if possible for both formats. If a campus approves the course only for its term format, UCEP will be responsible for approving the appropriate units for the other term format.

Listing in Campus Catalogs: A system-wide mechanism to enable the listing of system-wide courses in campus and/or system-wide catalogs, to allow students to register and receive credit, and to designate system-wide courses on transcripts has not yet been put in place. When that is done, approved courses will be listed appropriately. Until then, the course should be submitted for listing in the catalog of the campus that approved the course. UCEP will approve the course for listing as a system-wide course, but it will be the responsibility of the sponsoring program or department to oversee the process of meeting catalog requirements and deadlines.

To submit a course to UCEP for system-wide approval, please forward the information listed below to the UCEP analyst. This should be done for each course being submitted for approval (but only one submission is needed for a course taught as a series, e.g., BIO 101A-B-C). UCEP typically meets from October through June, and will take 1-2 months for the approval process, so requests should be made well in advance of catalog deadlines if listing for the next academic year is desired.

ATTACHMENT B

1. An introductory letter that describes why the proposed course would be appropriate for systemwide status. Included should be a short description of how the course would be taught (in-person attendance, online presentation, taped lectures, web-based learning modules, use of archived materials, etc.), how it would be staffed, and how the course would be graded.
2. The course number and title, units (designate quarter or semester units) and an expanded course outline or similar document that provides detailed information about the course. This outline would be similar to what is typically submitted as part of the course approval process. Designate the campus for which course approval has been obtained. If a new course, include a statement or letter of approval from the appropriate courses committee. If the course appears in that campus's catalog, a copy of the catalog description is sufficient.
3. Catalog copy for the course, as you would like it to appear in campus or systemwide catalogs. Use a format similar to what is typical of UC campus catalogs.
4. For the next academic year identify the quarter(s) or semester(s) that the course will be offered. Once a system-wide catalog listing process has been developed, any changes to the course schedule will be needed at the time of campus catalog deadlines. It is the responsibility of the program sponsoring the system-wide course to make sure this is done appropriately.
5. The campus/college/department/program that will be home for the course, including the office responsible for providing approval of the course instructor.
6. The name and contact information of the person who will be the liaison for the system-wide approval process.

ATTACHMENT C
UNIVERSITY OF CALIFORNIA, ACADEMIC SENATE

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William Jacob
Telephone: (510) 987-9303
Fax: (510) 763-0309
Email: William.Jacob@ucop.edu

Chair of the Assembly and the Academic Council
Faculty Representative to the Board of Regents
University of California
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200

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

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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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