

# UNIVERSITY OF CALIFORNIA, ACADEMIC SENATE

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Assembly of the Academic Senate  
Academic Council  
1111 Franklin Street, 12<sup>th</sup> Floor  
Oakland, CA 94607-5200

January 4, 2007

## SYSTEM-WIDE SENATE COMMITTEE CHAIRS DIVISIONAL SENATE CHAIRS

**RE: [System-wide Review of the Coordinating Committee on Graduate Affairs \(CCGA\) Proposed Amendments to Senate Regulation \(SR\) 694 and Proposed New Senate Regulation \(SR\) 695](#)**

Dear System-wide Senate Committee and Divisional Senate Chairs:

On behalf of Chair Oakley, the above document is being forwarded for your review and comments. As background information, last year, the Coordinating Committee on Graduate Affairs (CCGA) determined that due in part, to the use of technology for the delivery of instruction and the development of new domestic and global educational partners, that the Senate Regulations specifically those dealing with (graduate) residency requirements, should be reviewed. As a result of this review, CCGA has proposed that SR 694 be reworded for clarity to reflect that the university extension component (in off-campus instruction) is now optional. The proposed amendment also includes a definition of legitimate satellite campuses. The new proposed SR 695 is designed to outline residency requirements for online courses. SR 695 also defines the criteria for on-campus (in-residence) and off-campus (not in-residence), which is important for residency requirements. At its November 2006 meeting, the Academic Council voted to distribute the CCGA proposed amendment to SR 694 and the new proposed SR 695 for system-wide Senate review.

The Academic Council would like to finalize its position with respect to the recommendations within the 06-07 academic year. In order to do so, we would very much appreciate receiving responses by the date listed below:

For **System-wide Senate Committees** please submit responses by: **February 15, 2007**

For **Divisions** please submit responses by: **March 15, 2007**

As a reminder to System-wide Senate Committee Chairs, please note two points regarding the practice the Academic Council has established for general reviews:

1. **Request for comments are sent out to all System-wide Committees. Each committee may decide whether or not to opine.** Please notify the Senate Office either directly by emailing me or through your Committee Analyst, if your committee chooses not to participate in this review.
2. **The Committee response due date is typically set a month before that of Divisions.** This two-stage review allows the Academic Council to conduct both a preliminary and a final discussion of the matter at hand. It also gives the Divisions the benefit of the committees' considerations for their own deliberations.

Cordially,

Handwritten signature of María Bertero-Barceló.

María Bertero-Barceló, Executive Director  
Academic Senate

Encl: [1](#)  
Copy: Academic Council Chair John Oakley  
Divisional Senate Directors  
Academic Senate Committee Analysts



COORDINATING COMMITTEE ON GRADUATE AFFAIRS (CCGA)  
Reen Wu, Chair  
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November 14, 2006

JOHN OAKLEY, CHAIR  
ACADEMIC COUNCIL

**RE: Proposed Amendments to Senate Regulations 694 and 695**

Dear John,

With the increasing use of technology for the delivery of didactic instruction, coupled with the development of new domestic and global educational partners, CCGA feels that it is time for the Academic Senate to revisit its Graduate regulations relating to residency, and to develop guidelines that will continue to ensure UC quality for a curriculum that makes ever-greater use of technology to deliver remote and on-line instruction. In addition to addressing the general sense that Senate regulations developed before the era of Internet need to be updated, this proposal was motivated by several existing or proposed programs that make almost exclusive use of either remote or online instruction.

To this end, CCGA has proposed several modifications to SR 694, the regulation relating to residency requirements for Master's degrees, and developed a new regulation SR 695.

The new language in the leading paragraph of SR 694 attempts to make clear an ambiguity regarding the participation of University Extension in off-campus instruction. The new section (section F) establishes Senate oversight for programs that shift curriculum between on- and off-campus delivery, or between conventional and electronic delivery. The proposed SR 695 attempts to provide a structure that will ensure that electronic instruction lives up to UC standards, and to set forth how electronic instruction will relate to the satisfaction of residency requirements. The stipulations of SR 695 are intended to apply to both Master's and Doctoral courses of study.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Reen Wu".

Reen Wu  
Chair, CCGA

cc: CCGA  
Executive Director Bertero-Barcelo

**Coordinating Committee of Graduate Affairs (CCGA)  
Proposed Amendment to Senate Regulation 694**

**Present Wording**

**694.**

A school, department, or group of departments which offers a program leading to a Master's degree under the jurisdiction of a Graduate Division, may, in cooperation with University Extension, provide at a center or centers other than a campus of the University, a program of graduate instruction designed to satisfy, in full or in part, the requirements for that degree. Such off-campus graduate instruction shall be authorized, on the recommendation of the school, department, or group of departments concerned, only if, in the judgment of the Graduate Council concerned, the proposed program will afford distinct advantages to society and will not be detrimental to the standards ordinarily required for the degree. Programs of off-campus graduate instruction and study are subject to the following provisions:

- A. Requirements for a professional Master's degree may be satisfied in full by off-campus graduate study unless the Graduate Council concerned determines that a substantial part of those requirements may be more effectively satisfied by resident study on a campus of the University.
- B. No more than one-half of the total unit and residence requirements for the degree of Master of Arts or Master of Science may be satisfied by off-campus graduate study.
- C. Each proposed program of off-campus graduate instruction must be approved by the Graduate Council of the Division concerned, and such approval shall be granted only if the Council shall have determined that the proposed course offerings, facilities, and staff are at least equivalent to those available on the campus of the University where the program leading to the degree is ordinarily offered.
- D. Each course to be included in an off-campus graduate program, and each instructor in such a course who is not a member of the department of the University in which the corresponding course is offered, must be approved by the Graduate Council of the Division concerned, and in accordance with the usual University procedures and with such special procedures as the Council may determine. The Council shall make an annual review of all programs of off-campus graduate instruction with respect to course offerings, facilities, and staff.
- E. No student may enroll in an off-campus graduate program who has not been admitted to a Graduate Division.

**Proposed Wording**

**694.**

A school, department, or group of departments ~~which that~~ offers a program leading to a Master's degree under the jurisdiction of a Graduate Division may, ~~in cooperation with University Extension,~~ provide at a center or centers other than a campus of the University, and optionally in cooperation with the University Extension, a program of graduate instruction designed to satisfy, in full or in part, the requirements for that degree. Such off-campus graduate instruction

shall be authorized, on the recommendation of the school, department, or group of departments concerned, only if, in the judgment of the Graduate Council concerned, the proposed program will afford distinct advantages to society and will not be detrimental to the standards ordinarily required for the degree.

**For the purpose of SR 694, the term “off-campus” shall not refer to any remote center or satellite campus that enjoys significant participation of faculty with membership in the Academic Senate (as defined by Standing Order 105.1 of the Regents of the University of California) and for which the main campus provides a significant and ongoing multi-departmental administrative role. Instruction delivered electronically is classified as off-campus or on-campus according to SR 695.**

Programs of off-campus graduate instruction and study are subject to the following provisions:

- A. Requirements for a professional Master's degree may be satisfied in full by off-campus graduate study unless the Graduate Council concerned determines that a substantial part of those requirements may be more effectively satisfied by resident study on a campus of the University.
- B. No more than one-half of the total unit and residence requirements for the degree of Master of Arts or Master of Science may be satisfied by off-campus graduate study.
- C. Each proposed program of off-campus graduate instruction must be approved by the Graduate Council of the Division concerned, and such approval shall be granted only if the Council shall have determined that the proposed course offerings, facilities, and staff are at least equivalent to those available on the campus of the University where the program leading to the degree is ordinarily offered.
- D. Each course to be included in an off-campus graduate program, and each instructor in such a course who is not a member of the department of the University in which the corresponding course is offered, must be approved by the Graduate Council of the Division concerned, and in accordance with the usual University procedures and with such special procedures as the Council may determine. The Council shall make an annual review of all programs of off-campus graduate instruction with respect to course offerings, facilities, and staff.
- E. No student may enroll in an off-campus graduate program who has not been admitted to a Graduate Division.
- F. **Should a Master’s program, previously approved by the Regents, propose to shift greater than one-fourth of the unit value of its instruction from an on-campus to an off-campus venue, or from an off-campus to an on-campus venue, the program shall notify the Coordinating Committee on Graduate Affairs of its intent to do so, regardless of whether the shift has been considered by the concerned Graduate Council(s). The Coordinating Committee on Graduate Affairs will consider the impact of the proposed change in the delivery of the program’s instruction, and provide comments for the consideration of the program and the Regents.**

**JUSTIFICATION:**

SR 694 determines the residency requirements for students enrolled in graduate programs. In the current wording of this regulation, it is unclear as to whether the involvement of University Extension is a necessary component of off-site instruction. This redrafting makes it clear that a University Extension component is optional. In addition, CCGA should be notified if any component of a program is moved from on- to off-campus. CCGA also wanted to make a clear distinction between legitimate satellite campuses and “off-site” instructional venues. For the purposes of a proper delineation of these terms, a satellite campus should “enjoy significant participation of faculty with membership in the Academic Senate and for which the main campus provides a significant and ongoing multi-departmental administrative role.”

Coordinating Committee of Graduate Affairs (CCGA)  
Proposed Amendment to Senate Regulation 695

**Present Wording**

*No current wording; this is a new regulation.*

**Proposed Wording**

**695.**

**Subject to the approval of the appropriate Divisional Senate committee, classes delivered electronically by instructors employed by the University may be counted for regular credit towards graduate degree and residency requirements. Electronic delivery of graduate instruction may take place through real-time transmission of didactic instruction, through interactive contact between students and University instructors via electronic forums, and/or through archival media originated by University instructors that is accessed under the individual or collective discretion of the enrolled student(s). Electronically-delivered instruction incorporating archival media must include opportunities for interactive contact commensurate with the unit value of the associated class. Electronically-delivered instruction is to be classified as either on-campus (in residence) or off-campus (not in residence) according to the following criteria.**

- A. **Participation by a student in an electronically-delivered class for which the primary mode of contact is real-time delivery of didactic instruction shall be deemed on-campus provided that, for the majority of the contact time, either the instructor or the student is present on the main campus or at a remote center or satellite campus as described in SR 694.**
  
- B. **Participation by a student in an electronically-delivered class for which the primary mode of contact is through interactive forums shall be deemed on-campus provided that either the instructor or student is present on the main campus, or at a remote center or satellite campus, for a substantial fraction of the days for which the term during which the course is provided is in session.**

**A graduate program proposing to shift any component of its instruction from locally-attended classroom instruction to electronically-delivered instruction shall seek approval from the local Graduate Council. If this shift involves a shift from on- to off-campus instruction, as defined above, the stipulations of SR 694 also apply.**

**JUSTIFICATION:**

SR 695 is a completely new regulation, and would regulate the residency requirements for students enrolled in on-line programs and courses. The wording of the new regulation attempts to ensure appropriate contact time for students enrolled in such courses. Such time could be in the form of direct face-to-face contact or electronic correspondence.