

**GUIDELINES FOR THE PREPARATION OF DOCUMENTATION TO BE
SUBMITTED TO UCAP IN SUPPORT OF A PROPOSAL FOR DEPARTMENT
OR PROGRAM CREATION OR DISSOLUTION**

Preamble: The recommended guidelines were prepared with the following main concerns in mind: a) the impact of unit/program changes on students and b) the definition of what is considered by UCAP an “appropriate/effective consultation” when proposing implementation of unit/program changes.

Outline of Recommended Procedures in the Preparation of Proposals

- 1. There should be a timely , adequate and accessible dissemination of information to all concerned parties regarding the proposed dissolution of a program .**
 - a. Proposals should be announced /published in a manner that provides adequate time for the interested parties to access them and to prepare for discussion.

- 2. There should be appropriate consultation with interested parties at all levels prior to forwarding proposals to UCAP for review.**
 - a. Consult with students in units/programs affected directly or indirectly by proposed change
 - Distribute complete information about the proposed change to students in the affected programs / units (majors).
 - Have at least one scheduled meeting between administrators proposing change and students affected by it.
 - Notify student governance groups of proposed change and provide an opportunity to discuss student concerns.

 - a. Consult with affected faculty in units/programs so as to allow faculty to agree with/appose the proposed change in a procedural manner (e.g. unit/program faculty vote, college level vote).

 - b Consult with other colleges/ units/ programs which may be directly affected

 - c. Consult with all formal unit/program governance bodies (e.g. curriculum committee) in preparation of working proposal

 - e. Consult with others , if necessary or appropriate (e.g. alumni, external reviewers).
 - f. All interested groups should have a chance to confer and exchange views with due regard for each other’s legitimate views and perspectives .

- 3. There should be a realistic time table for consultations to take place and adequate time for those to be consulted to receive relevant information , prepare for meetings and attend meetings.**
 - a. Documents to be forwarded to UCAP in connection with a proposal for dissolution or creation of a unit/program should also be provided to affected persons to be reviewed for accuracy before being forwarded .
 - b. UCAP members should receive all relevant documents at least a month prior to scheduled discussion of the matter.
- 4. Records/ documents of all consultation proceedings are to be kept and made available to UCAP**
 - Those proposing changes should be prepared to document, if requested ,all formal meetings which occurred ,dates and sites of announcements , dates of meetings, with whom consultations were conducted , numbers of those consulted, and the outcomes of the discussions.
 - UCAP would like the formal proposal to include minority reports from any of the interested/affected parties (e.g. administrators, governance groups, students)
- 5. Alternatives should be considered at all levels (unless the area is no longer germane)**

E.g : sharpening of focus , merging with other units/programs , downsizing units/programs providing additional resources/personnel .
- 6. In the case of jointly administered programs, UCAP would like to be assured that all appropriate units/colleges have used these guidelines.**
- 7. The advice given and information provided by the above recommended consultations should be used to make the final proposal when forwarding the documentation of the proposed change to UCAP .**
- 8. UCAP recommends that the formal proposal stipulate dates for the proposed change and the plans for accommodating currently enrolled majors and other students.**
- 9. UCAP recommends that the final proposal submitted to UCAP is also forwarded to all relevant college governance groups for comments, including , especially student groups.**