

Approved by UCAP, November 7, 2002

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. Written documentation (including minutes of meetings, etc.) describing how the following items have been completed should be made available on request.

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.

 - b. Consult with affected faculty in units/programs so as to allow faculty to agree with/oppose the proposed change in accord with department or unit procedure (e.g., unit/program faculty vote, college level vote).

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

 - d. Consult with all relevant 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 made available to affected persons for review and comment before being forwarded to UCAP.
 - 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**
 - a. Those proposing changes should document in a summary 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.
 - b. 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 that were considered at all levels should be described (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. A description of the advice given and information provided by the above-recommended consultations and how it was used or not to make the final decision should be made available 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.**

Memo



To: Dr. Lou Anna Simon, Provost
From: Dr. Bridget K. Behe, Chairperson, UCAP
Professor, Dept. of Horticulture
Date: November 25, 2002
Subject: UCAP Guidelines for Proposed Academic Program and Unit Changes

UCAP respectfully requests that you consider asking units proposing academic program or unit changes to submit the kinds of materials noted in the attached guidelines when the changes are routed to UCAP. The committee has received well-prepared and sufficiently documented proposals which can be handled expeditiously. However, in less than 10% of the cases, a hastily prepared or poorly documented request appears before us. In these cases, we have insufficient information upon which to make a sound decision. We must then ask that the unit take additional time and resources and provide the information with supporting documentation to UCAP at a later date. The result is a postponement of a decision, requiring valuable time of all persons involved. In order to more effectively process requests, we have developed these guidelines which explicitly state the type of information we routinely see presented and would prefer to have included in most proposals.

We do not imply that the guidelines supersede or change any policies in place; rather, they supplement policy to provide us with critical information to make an informed decision. It is the desire of UCAP that you provide these guidelines to units in advance of proposed requests that you direct to UCAP for action.

Thank you for your continued work with, and support for, the University Committee on Academic Policy.

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cc: Dr. Barbara Steidle, Assistant Provost
Dr. June Youatt, Assistant Provost