

## **UNDERGRADUATE COUNCIL (UGC)**

### **PROCEDURES AND POLICIES FOR APPROVAL OF NEW UNDERGRADUATE COURSES AND UNDERGRADUATE COURSE CHANGES**

#### **I. Board of Regents Bylaw 40.1 Duties and Powers of the Academic Senate:**

The Regents recognize that faculty participation in the shared governance of the University of California through the agency of the Academic Senate ensures the quality of instruction, research and public service at the University and protects academic freedom. The Academic Senate shall perform such duties as the Board may direct and shall exercise such powers as the Board may confer upon it. The Academic Senate, subject to the approval of the Board, shall determine the conditions for admission and for certificates and degrees, and recommend to the President all candidates for degrees. The Academic Senate shall authorize and supervise all courses and curricula, except in the Hastings College of the Law, in professional schools offering work at the graduate level only, and over non-degree courses in the University Extension. No change in the curriculum of a college or professional school shall be made by the Academic Senate until such change shall have been submitted to the formal consideration of the faculty concerned. The Academic Senate may select committees to advise the President and Chancellors on campus and University budgets and, through the President, or to the Regents directly by a formal Memorial, may address the Board on any matter pertaining to the conduct and welfare of the University.

#### **II. General Policy:**

According to the UCM Bylaws Undergraduate Council (UGC) is charged on behalf of the Division to review and approve all new undergraduate courses and modifications to existing undergraduate courses, including withdrawal, conduct, credit valuation, description, and classification of existing courses. After an undergraduate course is approved by UGC, it is transmitted to the Registrar for inclusion in the electronic course system and the UCM Catalog. No undergraduate course can be offered for enrollment and no official change to an existing course can be made by the Registrar without UGC approval.

Approval of new undergraduate courses and course modifications are transmitted to UGC via the existing web-based system (<http://crf.ucmerced.edu>). Questions regarding the electronic system submittal should be addressed to [support@eng.ucmerced.edu](mailto:support@eng.ucmerced.edu)

#### **III. Procedure for CRF Submission:**

**1. *Timeline:*** Submission of Course Request Forms (CRFs) to UGC for approval should adhere to the deadlines in the [annual calendar for academic programs and courses](#) prepared by UGC at the beginning of each academic year. Note that UGC will not consider CRFs for approval during winter break or during summer.

**2. *School Curriculum and Dean Approvals:*** All CRFs must be approved by the Curriculum Committee (CC) of the School (or other faculty committee designated to review curricular matters) submitting the CRF. Related resources are reviewed and approved by the Dean of the School (or designee), before the CRF is submitted for UGC approval. All newly developed or revised CRFs must include evaluation of the WASC Senior College and University Commission (WSCUC) requirements by program faculty, with a specific focus on the connections between the course and program learning outcomes (CLOs and PLOs respectively) to illustrate a course's contribution to the student's overall education in the program. If General Education is part of the CRF proposal, then, review of those program outcomes would confirm alignment with campus requirements. This learning outcome focus is not just for campus review purposes, but also for external considerations -- including system-wide policies and accreditation requirements.

It is the responsibility of the School CC to review course content, programmatic contribution, overlap with other courses, and resource implications within the context of the specific program in the School.

**3. *Course Outline:*** New and revised courses should be indicated on the CRF and should be accompanied by a two-page course outline (*not* a full course syllabus) summarizing the course content and purpose, intended student learning outcomes (i.e. course learning outcomes), how the intended outcomes connect to the relevant program learning outcomes or degree objectives, and overlaps (if conjoined).

The content of the course outline should also aid reviewers in understanding whether proper learning assessment tools are part of the course and include sufficient information on format, topics, and the types of readings (e.g. textbooks, novels, essays, journal articles, etc.) to adequately assess student workload and potential overlap with other existing or proposed courses. A specific description of how credits are earned, through contact hours and preparatory, non-contact work, is required.

The course outline provides foundation for the syllabus and aligns with the catalog copy, distinguishing general features of a course design. The course outline, then, is intended to give reviewers information about the general nature and subject of the course - actual details of the course (e.g. specific lecture topics or emphases, readings, or student assignments) may vary with course delivery and instructor.

**4. *General Education:*** For courses satisfying General Education, the CRF should include a description of how the course addresses three or more of the [General Education Program Learning Outcomes](#) at UC Merced.

**5. *Modifications to an existing course*** should be indicated on the CRF. Instructors should indicate briefly in the explanation box the reason for the proposed change(s) (e.g. change in prerequisite, update of course description, reason for change in units, etc.). Revised courses should also include course learning outcomes. The current CRF materials with track changes (or annotations) along with a clean version of all implemented updates

should be provided.

**6. *Cross-listed courses*** are those undergraduate courses (numbered 1 to 199) that have different prefixes, names, and/or course numbers but are intended to be offered as the same course (i.e., same meeting time, requirements, units, and course description). Each course that is cross-listed with another course must have its own CRF that indicates the corresponding cross-listed course. Cross-listed CRFs should include both course outlines. Cross-listed courses must have the same course requirements, number of units, prerequisite courses, course description, and anticipated resources. If cross-listed courses originate within different Schools, each School CC must approve the course and the Dean of each School must approve the CRF.

**7. *Conjoined courses*** are those courses that are taught concurrently as both an advanced upper division undergraduate and an introductory graduate course. As per [SR 762](#)<sup>1</sup>, undergraduate and graduate versions of conjoined courses “must have clearly differentiated and unique performance criteria, requirements, and goals.” Each course that is conjoined with another course must have its own CRF that indicates the corresponding conjoined course. The graduate version of the course must be reviewed and approved by Graduate Council.

**8. *Online or Hybrid courses*** are undergraduate courses that include blended or distance education elements. The following is a brief definition to clarify course units and activities. UC Merced courses are categorized by the following instructional delivery modes<sup>2</sup>:

- Traditional Face-to-Face (approximately 0-29% online): content is typically delivered orally or in writing, may use web-based technology for class facilitation (e.g. posting syllabi online, uploading assignments, etc.) but online delivery of content is minimal
- Hybrid/Blended (approximately 30-79% online): blends online and face-to-face delivery, has some in-person meetings but a substantial portion of the content is delivered online (e.g. class lecture meets face-to-face whereas discussion groups are online)
- Online (approximately 80-100% online): most or all of the content delivered online and usually has no face-to-face meetings

Course units per weekly hours for online or hybrid courses are calculated at the same rate as traditional in-person courses

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<sup>1</sup> No student, by merely performing additional work, may receive upper division credit for a lower division course or graduate credit for an undergraduate course. Related courses may share lectures, laboratories or other common content but must have clearly differentiated and unique performance criteria, requirements, and goals. (Am 2 Dec 81)

<sup>2</sup> Allen, E., Seaman, J., and Garrett, R. (2007) [Blending In: The Extent and Promise of Blended Education in the United States](#) Sloan Consortium, p. 10.

As per accreditation policy<sup>3</sup>, substantive change review is required for programs in which 50% or more will be offered through distance education. (For undergraduate programs the 50 percent rule applies to the *program hours in the major*, not the total hours it takes to graduate with a degree.) Program faculty are responsible for identifying, ensuring program adherence to, and communicating these substantive change requirements to the Senate Office and Office of Periodic Review, Assessment, and Accreditation Support. Programs should contact the campus' Accreditation Liaison Officer as the program approaches the 50% criterion.

As required by UC Merced's [Credit Hour Policy](#), faculty who are proposing to teach a course in which face-to-face contact represents less than one-third of the total contact hours per week must explain the rationale via the [Supplemental Questions for Distance or Blended Course Approval Requests](#) and the course's request form must indicate that the course employs a web-based instructional method.

## **9. Complete CRFs will be transmitted to UGC for review.**

The following criteria will be used by UGC in its review:

- Are the standards of the proposed course consistent with the standards for other courses taught at UCM?
- Is the level appropriate (lower division, upper division)?
- Are the prerequisites for the course consistent with the level?
- Is the instructional format justified (lecture, lab, etc.)?
- Is the unit value for the course justified?
- Is there an appropriate workload for the number of units offered (governed by [SR 760](#)<sup>4</sup>)?
- If a course is listed for variable units, does the description specify how unit value will be assigned? Are requirements clearly delineated for unit value?
- Does the course appear to fit within the major or minor curriculum or subject area? If an interdisciplinary or cross-listed course, are the subject areas and/or content described?
- Is the course description for the Catalog correct and consistent with the information given in the CRF?
- Are the anticipated resources consistent with the course format and description?

Additional review criteria for **cross-listed courses** are:

- Do cross-listed courses have identical requirements, units, descriptions, prerequisites, and resource requirements?
- Cross-listed courses must be approved by all of the participating Schools and approved by the Dean of each participating School.

Additional review criteria for **conjoined courses** are:

- Do conjoined courses have sufficient overlap in course structure to facilitate concurrent instruction of both advanced undergraduates and graduate students?

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<sup>3</sup> <https://www.wascsenior.org/content/substantive-change-manual>

<sup>4</sup> Senate Regulation 760: The value of a course in units shall be reckoned at the rate of one unit for three hours' work per week per term on the part of a student, or the equivalent.

- Are performance criteria, requirements, and goals of the undergraduate and graduate versions of the course clear and distinct?
- Conjoined courses must also be approved by the Graduate Council.

**10.** If UGC requires further information or indicates that modification of the CRF is needed, the Senate Analyst, on behalf of UGC, will notify the School of the request. It is the responsibility of the School and/or the instructor responsible for the CRF to provide the requested information or modification to the CRF in a timely fashion.

Once a course is approved by UGC, the Senate Analyst will notify the Registrar. The Registrar will notify the originating School of approval and the course will be entered into the Catalog. A timeline for notifying faculty should be established, with the UGC Senate Analyst copied on all notifications.

### **Additional Resources**

1. For a complete picture of the campus process and related workflow, visit the Senate Office's [CRF workflow](#).
2. Looking for teaching resources to inform a course proposal? Consider the Center of Engaged Teaching and Learning's "[Teaching Resource Guide](#)."
3. For format consistency for Schools and academic programs, please refer to the Registrar Office's "[CRF Style Guide](#)."
4. For the general preparation process and assessment considerations, please see the "[Undergraduate Course Request Process](#)" from Assessment at UC Merced.
5. The following is a CRF checklist to review completion of materials:
  - ☐ Completed CRF form, with all required sections completed;
  - ☐ A course outline with all required information (with clean copy and "track changes or the equivalent" copy for revised CRFs are requested);
  - ☐ For General Education courses, the course outline identifies at least three General Education Program Learning Outcomes with a description of course relevance to course focus;
  - ☐ For cross-listed courses, accompanying CRFs and course outlines for all courses to be cross-listed with submitted CRF;
  - ☐ For conjoined courses, simultaneous submission of undergraduate CRF to GC and related course syllabus;
  - ☐ For distance or blended courses, [supplemental questionnaire](#).