### Committee on Special Academic Programs

<table>
<thead>
<tr>
<th>Total Meetings: 1</th>
<th>Meeting frequency: As Needed</th>
<th>Average hours of committee work each week: Varies</th>
</tr>
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<tbody>
<tr>
<td>Total Issues Reviewed: 5</td>
<td>Total of reviewed issues deferred from the previous year: 0</td>
<td>Total issues deferred to the coming academic year: 0</td>
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**Listing of bylaw changes proposed:**
None

**Listing of committee policies established or revised:**
None

**Issues considered by the committee:**
- Procedures for regular review of the special academic programs on campus.
- Timeline for review of the special academic programs on campus.
- Schedule for review of the special academic programs on campus.
- X100 Designation for UCD Extension Sierra Institute courses
- Proposed revisions to UCD Washington Center Program

**Recommended procedural or policy changes for the coming year:**

**Committee’s narrative:**

This committee is a part of the Undergraduate Council. The committee is charged to oversee all special undergraduate academic programs on the UC Davis campus and to advise faculty and the administration on the establishment and operation of newly initiated programs. The committee is also charged to review periodically all programmatic functions of the special academic programs, including but not limited to the publications of material defining/describing the program, the recruitment, orientation and advising of students in each program, guidance in the selection of mentors for such students, coordination of special activities, oversight of the general welfare of said students, and the effectiveness of the programs in meeting their stated educational objectives.

The development of the review process for special academic programs was the committee’s priority for 2013-14.

As part of the site-visit stage of the accreditation process that the UC Davis campus underwent, the committee produced procedures for review of special academic programs, a timeline for the review process, and a review schedule that grouped the UC Davis special academic programs.
On June 13, 2014, program review notification letters were sent to those special academic programs designated as Group 1.

Special academic programs were defined by their capacity to give academic credit or an academic experience to UC Davis undergraduates, which programs are not under the direct supervision of undergraduate majors in academic departments, do not lead to a degree, and are not subject to review by another committee of the Davis Division of the Academic Senate. A special academic program’s giving academic credit was distinguished from the program’s providing a campus administrative service or function. The review process for special academic programs was distinguished from the process for ending/closing a program. A reasonable and systematized process of scrutiny was established.

The topics that the committee considered were: the devolution versus the evolution of a program’s mission; the purpose of a special academic program; the object of a special academic program; the point at which a special academic program’s budget needed to be looked at; the double-counting of academic credit; the student perspective of a special academic program; courses that were not giving academic credit several years ago; the degree of advising, particularly undergraduate advising, that a special academic program provided; and how special academic programs were being managed on the other UC campuses.

Other topics discussed were: UC Davis’ organizing itself into institutes and centers and who was the authority to establish and dissolve these entities; the power of the Academic Senate to make a recommendation to dissolve; a special academic program existing by virtue of advertising; whether such a program is to be reviewed or set apart as not needing review; internships—where were they and how are they operating; and extra credit as a delimiter/classifier/criteria.

The questions that the committee considered asking as part of its review concerned: the program’s administrative structure; how academic credit is being awarded; how much credit is being awarded and by what basis; how students gain access to the program; what the benefits are of being a Davis Honors Challenge student; are students being evaluated; how are students being evaluated; how time-to-degree is affected by student participation in special academic programs; and FTE and where it goes.

The committee also reviewed and commented on an X100 designation for the UC Davis University Extension’s Sierra Institute courses, and the proposed revisions to the UC Davis Washington Center Program.

Respectfully submitted,

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