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May 9, 2011

**Chair Robert Powell**  
Davis Division of the Academic Senate

**RE: Consolidation of the Reporting Structure for the Student Academic Success Center  
and Internship and Career Center**

Dear Bob:

I am writing to propose that the administrative responsibilities of the Internship and Career Center (ICC) move from Undergraduate Studies to Student Affairs, and that the management be consolidated with the Student Academic Success Center (SASC). By way of this letter, I would like to highlight the reasons why the Vice Chancellor—Student Affairs and the Vice Provost—Undergraduate Studies support this move, and, additionally, to request input from the Academic Senate on potential opportunities and challenges this may present. Let me assure you and all our colleagues that I have the highest regard for the work of the ICC as well as its history under the Vice Provost—Undergraduate Studies. I believe that the degree to which our students have opportunities not only to have an internship experience but to receive either approved academic credit or non-credit transcript notation is remarkable. We have an internship program of which we are justly proud and one that deserves to be celebrated as yet another reason students should enroll at UC Davis. The proposal here is administrative and organizational in nature and seeks to maintain and potentially extend the excellence of ICC even as administrative costs are reduced by forging an alliance with a unit in Student Affairs with which its mission is aligned.

Both the ICC and the SASC are committed to helping students thrive at UC Davis. Each engages in post-baccalaureate advising—the ICC through Career Services such as career investigation, resume preparation, and interview skills, and the SASC through pre-grad, pre-law, and pre-health advising efforts. In addition, both centers have strong academic connections; via internships in the ICC and via tutoring, workshops, and review sessions in the SASC. We believe that bringing the two together administratively will strengthen these connections and provide opportunities for a more synergistic relationship. In addition, connecting the ICC with the various units in Student Affairs, including CAPS and the student life centers, could be beneficial for the students.

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The new reporting structure would consist of a single Executive Director, who would be responsible for providing vision and leadership in building a seamless pipeline of services and resources across the two centers.

The timing of this change is opportune due to the upcoming retirement of the present SASC Director and moving forward with a single executive director for both units would allow for administrative savings which could be invested in continuing to strengthen the excellent work of both units. In particular, it is my hope that some of these cost savings could be invested in restoring some of ICC's capacity to place interns, capacity that had to be diminished in recent years due to curtailed resources. We expect that this new structure will not only serve to streamline operations, but it will also recognize additional cost savings as the very talented Associate Director of the ICC would be asked, with assistance of other present administrative staff, to also serve as the MSO of the SASC as well. Geographically, the centers are located in close proximity to one another, with the SASC in Dutton Hall and South Hall, and ICC in South Hall.

While I work directly with Student Affairs on a number of fronts, I recognize that this change might raise concerns regarding the loss of direct connection of the ICC with the Provost's office. I am confident, on the basis of my inquiries, that there the integrity of the granting of credit for certain internships, under specific faculty oversight, and of transcript notations can be preserved. However, I seek the Academic Senate's input regarding any such concerns and suggestions on how we might address them. One possibility is to create a faculty advisory committee that would engage both units and that would work directly with Student Affairs leadership. I would welcome perspectives on this idea as well as any other thoughts and request your input no later than June 9, 2011. I beg indulgence for the short timeline, but I believe that the recent review, nearly completed, of ICC by a subcommittee of the cognizant Senate committee has provided an opportunity for your colleagues to become familiar with many of the key issues involved.

I look forward to your wisdom and appreciate your help.

Sincerely,



Ralph J. Hexter  
Provost and Executive Vice Chancellor

/mbm

c: Vice Provost Pat Turner  
Vice Chancellor Fred Wood