

## **Undergraduate Council Guidelines for Review of Newly Approved Majors**

### Process during review of new major proposal:

- The Undergraduate Council (UGC) and Undergraduate Instruction and Program Review Committee (UIPRC) Analysts recommend placement of each new major into a specific cluster in the UIPRC program review schedule. If a program's first formal program review by UIPRC will occur more than 4 years after the major accepts its first students, UGC will initiate an Initial Major Review for that program. If required, the self-review will be due approximately 3 years after the major accepts its first students.
- Once final campus approval of the new major is received, the UGC analyst will send a memo to the department/program chair, Dean, and Provost. The memo will include the cluster they've been assigned to for their first formal program review as well as instructions for the Initial Major Review, if necessary.
- The UGC analyst will remind the department of the Initial Major Review in the first week of January in the same year of the due date for the upcoming review. The Initial Major Review will be due to UIPRC on June 30 so that UIPRC can review in fall.
- Initial Major Reviews include a self-review report from the program, followed by review of that report by UIPRC. UIPRC will transmit the self-review report and a report of their recommendations to UGC.

### Guidelines for Initial Major Review for new major – to be provided to program:

*What is an Initial Major Review of a new major? As determined by UGC upon approval of a new major proposal, UGC may request a review of a new major after its approval to evaluate its status and make recommendations to the Provost, Dean, Department Chair and program – in anticipation of the upcoming formal program review.*

### Questions the program should address in the initial major self-review:

- Please list the Program Learning Outcomes for this major and provide a link where this information is available publicly. Has the program implemented a process to assess the Program Learning Outcomes? (See Section 8 of [UIPRC's Self-Review Template](#) for information about what the program will be expected to provide during its first formal program review.)
- Provide annual enrollment figures for this major since its inception. How do these figures compare to the projected enrollment from the program proposal? What term did the major include its first (a) change of major students, (b) new transfer students, and (c) new freshmen students? Is this a selective major for transfer students? Are there coursework/GPA requirements for students changing their major to this major?
- Are all of the courses listed in the major requirements being offered? Are students having any trouble enrolling in the courses required for the major? Are there impacted classes (e.g., with limited offerings or long waitlists) or other bottlenecks that unnecessarily impede student success?
- Who has been instructing the core coursework for this major (Senate faculty, lecturers, AIs, etc.)? In what other ways are Senate faculty engaged with the major and students in the major?
- Does the major have adequate advising?
- Is there adequate staff support for the program and students?
- Is there adequate space and facilities available for the new major?
- What is the role of virtual and hybrid courses in this major? Comment on the long-term strategy or goals regarding hybrid and virtual instruction in this major.
- Please attach or include here a sample 4-year graduation plan for the major.
- How do students find out about the major? Describe and evaluate how students find information about the major (websites, course catalog, etc.).

- What does the major or department do to integrate transfer students, with particular emphasis on their time to degree and supporting gaps in their educational background?
- Is there sufficient support for internships or experiential learning opportunities? Are there ample opportunities for students to learn about career options?
- If the major is interdepartmental and/or intercollegiate, please respond to the following questions:
  - Is the governance structure for the major clearly defined? Has the governance structure been successful? Are there any current issues the major is facing that would be aided by reconsideration of the current governance structure?
  - Is the current resource contribution to the major from the departments/colleges as it was initially proposed (space, teaching, advising, etc.)?
- Summarize the major overall strengths of the major as well as any current problems that you perceive.
- Describe current or proposed plans to strengthen educational objectives of the major, such as increasing enrollments, improving student performance, and increasing the contribution of the major to the campus educational objectives. Describe and justify any new resources that are needed to preserve or strengthen the major.