

MEETING CALL
REGULAR MEETING OF THE REPRESENTATIVE ASSEMBLY
OF THE DAVIS DIVISION OF THE ACADEMIC SENATE

Thursday, June 2, 2022

2:10 – 3:30 p.m.

Student Community Center – Multipurpose Room

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2. Announcements by the President – None	
3. Announcements by the Vice Presidents – None	
4. Announcements by the Chancellor – None	
5. Announcements by the Deans, Directors or other Executive Officers – None	
6. Special Orders	
a. Remarks by Davis Division Chair Richard Tucker	
7. Reports of Special Committees	
8. Reports of Standing Committees	
a. Committee on Elections, Rules, and Jurisdiction	
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Heather Rose, Secretary
Representative Assembly of the
Davis Division of the Academic Senate

*Consent Calendar. Items will be removed from the Consent Calendar on the request of any member of the Representative Assembly.

All voting members of the Academic Senate (and others on the ruling of the Chair) shall have the privilege of attendance and the privilege of the floor at meetings of the Representative Assembly, but only members of the Representative Assembly may make or second motions or vote.

MEETING SUMMARY
REGULAR MEETING OF THE REPRESENTATIVE ASSEMBLY
OF THE DAVIS DIVISION OF THE ACADEMIC SENATE

Thursday, April 28, 2022

2:10 – 3:00 p.m.

Student Community Center Multipurpose Room

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1. *February 24, 2022 Meeting Summary
2. Announcements by the President – None
3. Announcements by the Vice Presidents – None
4. Announcements by the Chancellor – None
5. Announcements by the Deans, Directors or other Executive Officers – None
6. Special Orders
 - a. Remarks by Davis Division Chair Richard Tucker
7. Reports of standing committees
8. Petitions of Students
9. Unfinished Business
10. University and Faculty Welfare
11. New Business
 - a. Memorial to the Regents on Fossil Fuel Combustion
 - Discussion of history, procedures, and pro/con statements of the Memorial as contained in the [Systemwide information packet](#). Ballots will be distributed to all Davis Division faculty within the next three weeks.
12. Informational Items

Heather Rose, Secretary
Representative Assembly of the
Davis Division of the Academic Senate

*Consent Calendar. Items will be removed from the Consent Calendar on the request of any member of the Representative Assembly.

All voting members of the Academic Senate (and others on the ruling of the Chair) shall have the privilege of attendance and the privilege of the floor at meetings of the Representative Assembly, but only members of the Representative Assembly may make or second motions or vote.

**PROPOSED REVISION OF DAVIS DIVISION REGULATION A553:
Credit for Courses Taken at Other Institutions**

Submitted by the Academic Senate Chair.

Endorsed by Executive Council.

Rationale: UC Davis students who enroll in intersession courses that are offered at non-UC campuses and that do not occur during UC Davis instructional dates are currently required to request pre-enrollment approval from their Dean's Office to receive credit for those courses. In contrast, summer session course work taken at a non-UC campus does not require pre-approval. It seems the goal of this regulation is to prevent students from taking courses at non-UC campuses while they are taking UC Davis courses, and in that spirit, propose that students who enroll in intersession courses that are offered at non-UC campuses and that do not occur during UC Davis instructional dates be allowed to receive credit for those courses without pre-enrollment approval by their Dean's Office.

Proposed Revision: Davis Division Regulation A553 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in bold type.

A553. Credit for Courses Taken at Other Institutions

- A. Students are prohibited from obtaining transfer credit for courses taken at a non-University of California campus in a quarter during which the student is enrolled as a full-time student at Davis. Variances to this Regulation may only be obtained via petition to the appropriate college committee or administrative officer prior to enrollment.
- B. In those instances in which a variance has been granted, units earned from courses taken at a non-University of California campus shall be counted toward minimum progress in the quarter(s) in which the dual enrollment occurred.
- C. Summer session course work is exempt from the restrictions described in Paragraph (A). (En. 4/25/83)
- D. Course work taken in intersession terms that do not overlap with UC Davis instructional dates are exempt from the restrictions described in Paragraph (A).**

May 24, 2022

Richard Tucker

Chair, Davis Division of the Academic Senate

RE: Step Plus Workgroup Recommendations

Dear Richard,

The Workgroup would first like to thank the Academic Senate and the various faculty committees who have provided feedback on the Workgroup's efforts. Throughout this two-year process, the Workgroup has remained committed to our charge to review and clarify the Step Plus guidelines, align the guidelines with the APM, and clarify options for faculty voting within the Step Plus framework. The Workgroup's charge was informed by the findings of the [Special Committee on the Assessment of Step Plus](#), whose report identified several positive outcomes of Step Plus (including improved rates of advancement for all faculty across ranks) as well as areas for improvement (such as clarifying the Step Plus criteria for promotions and barrier step advancements).

During the most recent round of faculty consultation, however, comments indicated a clear desire to maintain the guidelines as they are without many of the recommendations proposed by the Workgroup. The Workgroup has heard the concerns our colleagues have and appreciate the many opportunities this process has generated to discuss these important issues. While we may not always agree, we share the common goals of improving the merit and promotion process and making it more equitable for all.

Since there appears to be broad faculty consensus that Step Plus is working and the current guidelines should stand, the Workgroup is proposing only two recommendations for Representative Assembly's consideration. These two recommendations were presented to and endorsed by Executive Council on May 23, 2022. The first recommendation aims to clarify how to apply Step Plus criteria for promotions and barrier step advancements. It is important to note that this recommendation is only intended to provide guidance for department chairs and faculty; how departments choose to implement this guidance within their voting practices is within their purview. The second recommendation proposes a process to recognize and honor the career contributions of faculty at Step 9 and 9.5 who plan to retire before advancing to Above Scale. This process would enable these faculty to apply for the title "Distinguished Professor Emerita/us" in the year they plan to retire. Both of these recommendations received supportive feedback during the two rounds of faculty consultation.

Recommendation 1: Clarify Step Plus recognition for promotions and barrier step advancements with the enclosed revised language.

Current guideline for promotions and barrier step advancements:

When evaluating a candidate for promotion, or advancement to or through a barrier step, Step Plus guidelines should be applied to the entire period of review, per APM 220 or applicable series policy. Advancements greater than a 1.0-step merit should be

recommended where achievements during the period of review have not been recognized, or have been insufficiently recognized, by advancements during previous merit evaluations.

Revised guideline for promotions and barrier step advancements:

Promotion and barrier step advancements are higher academic achievements than merit advancements, requiring comprehensive review of the entire period as stated in UC APM 220. To be eligible for promotion or advancement to a barrier step, and prior to considering any Step Plus recognition, the overall record should be balanced with evidence of meritorious accomplishments in all areas of review (e.g., research, teaching, service, professional competence and activities). When the overall record does not meet the criteria for promotion, the candidate may be considered for a merit advancement instead of a promotion. This consideration is contingent on whether there are additional steps within the candidate's current rank.

For consideration of additional half steps at the time of promotion or barrier step advancement, if Step Plus recognition has been awarded in a previous merit cycle in the review period, further Step Plus recognition for that specific area (e.g., research, teaching, service, professional competence and activities) will require additional and compelling evidence of outstanding achievement that is distinct from what was previously awarded.

Recommendation 2: Extend eligibility for Professors at Step 9 or 9.5 to be conferred the title of “Distinguished Professor Emerita/us” upon retirement.

For faculty who are at Professor Step 9 or 9.5 and who will be retiring before advancing to Above Scale, department(s) may prepare a dossier requesting the title “Distinguished Professor Emerita/us” that would be forwarded to the Dean’s office and to CAP per the Delegation of Authority and assessed by the standards of UC APM 220-18.b.4. This action would need to be completed in the year of the faculty member’s retirement. If approved, this title would be conferred upon retirement. This process is a change in title only and is distinct from the merit process for advancing to Above Scale.

While faculty comments received throughout this lengthy process largely support Step Plus, these comments also identified opportunities to further clarify the system and improve understanding about merits and promotions under the policies of UC APM 210, 220, and 285. The conversations that the Workgroup’s efforts have produced have been valuable and have laid an important path forward for the Academic Senate. Greater education and mentoring are needed to help faculty candidates as they advance in rank and step. Improving the Step Plus system therefore requires an ongoing investment in educating faculty. The Workgroup sees this investment as a worthy “cost” in exchange for the ongoing benefits of improving faculty advancement and making the process and outcomes more equitable. However, the Workgroup also knows that a large share of this workload burden falls upon department chairs. Department chairs play a critical role in guiding their faculty through the merit and promotion process and explaining to reviewing bodies the quality and impact of their faculty’s efforts in all the review areas. The COVID-19 pandemic has only exacerbated these challenges for department chairs,

whose faculty will likely require more guidance in the face of research setbacks, teaching difficulties, and other complexities. The Workgroup therefore proposes that the Senate collaborate with Academic Affairs to provide more outreach and support to department chairs. In particular, there was consensus that an annual workshop where department chairs, Faculty Personnel Committee (FPC) chairs, and CAP could gather and discuss the academic personnel process and Step Plus would be a helpful start.

Sincerely,



Ahmet Palazoglu
 Chair, Step Plus Workgroup
 Vice Chair, Davis Division of the Academic Senate
 Distinguished Professor, Department of Chemical Engineering

Step Plus Workgroup Members

Carol Hess, Professor, Department of Music
 Christine Cocanour, Professor, Department of Surgery
 Lisa Tell, Professor, Department of Medicine and Epidemiology
 Mary Christopher, Professor, Department of Pathology, Microbiology and Immunology
 Robert Feenstra, Distinguished Professor, Department of Economics
 Phil Kass, Vice Provost of Academic Affairs and Professor, Department of Population Health and Reproduction (*Ex-Officio*)
 Kelly Adams, Policy Analyst, Davis Division of the Academic Senate (Staff Support)

c: Edwin M. Arevalo, Executive Director, Davis Division of the Academic Senate

Davis Division of the Academic Senate

Divisional Officers: 2022 – 2023

Chair: Ahmet Palazoglu
Vice Chair: Katheryn Russ
Secretary: Heather Rose
Parliamentarian: Richard Tucker

The Committee on Committees would like to thank all faculty, past and present, who have served on Academic Senate committees. Appointments and reappointments to Senate committees are performed annually, and in so doing the Senate seeks to reflect, as noted in UC Davis's Principles of Community, the "multitude of backgrounds and experiences" that foster the "inclusive and intellectually vibrant community" of UC Davis. If we were unable to place you in service this year, we encourage you to apply again during next year's call for service. If you are wondering which committees might be a good fit for you, we encourage you to browse the Academic Senate's [committee webpage](#) and speak to your colleagues who have served on committees.

Committee Appointments

Academic Freedom & Responsibility

Chair: Gregory Downs

Members: Greta Hsu, Meaghan O'Keefe, Andres Sciolla, Aaron Tang

University Committee on Academic Freedom (UCAAF): Gregory Downs

Administrative Series Personnel Committee (AS representative)

Member: Emily Meineke

Admissions & Enrollment

Chair: John Stachowicz

Members: Anthony Albano, Erik Carlsson, Mark Halperin, Xin Liu, Hooman Rashtian, Li Tian, Cecilia Tsu

Board of Admissions and Relations with Schools (BOARS): John Stachowicz

Affirmative Action & Diversity

Chair: Agustina Carando

Members: Keith Baar, Shelley Blozis Villarreal, Titus Brown, Stacy-Ann Elvy, Michelle Ko, Ayako Yasuda

University Committee on Affirmative Action and Diversity (UCAAD): Agustina Carando

CAP Appellate Committee

Chair: Scott Simon

Members: Christine Cocanour, Dean Tantillo, William Usrey, Charles Walker

CAP Oversight Committee

Chair: Patricia Oteiza De Fraga

Members: David Begun, Prabir Burman, Edward Dickinson, Neal Fleming, Angela Gelli, Naomi Janowitz, Julie Sutcliffe, Francisco Uzal

University Committee on Academic Personnel (UCAP): Patricia Oteiza De Fraga

Courses of Instruction

Chair: Colleen Bronner

Members: Hussain Al-Asaad, Diane Beckles, Shirley Chiang, Kory Ching, Susan Handy, Joel Ledford, Steven Luck, Mona Monfared, Erwan Monier, Anhvu Pham, David Wilson

Distinguished Teaching Awards

Chair: Paul Eastwick

Members: Lucy Corin, Masud Seyal, Cassandra Tucker, Lawrence Winn

Elections, Rules & Jurisdiction

Chair: Andrea Fascetti

Members: Daniel Potter, Eric Rauchway

Emeriti

Chair: James Boggan

Members: Robert Bayley, David Fyhrie, Dorothy Gietzen, Mohamed Hafez, Catherine Outerbridge, Michiko Suzuki

AF Excellence in Teaching (AS representative)

Member: Susette Min

Faculty Distinguished Research Award

Chair: Carlito Lebrilla

Members: Michele Barbato, Nathan Kuppermann, Alyssa Thornton, Archana Venkatesan

Faculty Privilege and Academic Personnel Advisers

Chair: Julia Simon

Members: Nicholas Kenyon, Stephen Lewis, Steven Nadler, Kathryn Olmsted

Faculty Welfare

Chair: Janet Foley

Members: Heather Bischel, David Bunch, Christiana Drake, Reina Engle-Stone, Saul Schaefer, Valley Stewart

University Committee on Faculty Welfare (UCFW): Janet Foley

Graduate Council (GC)

Chair: Jeffrey Schank

Vice Chair: Eleonora Grandi

Members: Rong Chen, Matthew Gilbert, Christopher Meissner, Gregory Miller, Lisa Miller, Lisa Oakes, Rebecca Parales, Tobias Warner, Michael Ziser

Coordinating Committee on Graduate Affairs (CCGA): Jeffrey Schank

GC Academic Planning and Development

Chair: Tobias Warner

Members: Louise Berben, Thomas Glaser, Beatriz Martinez Lopez, Lihong Qi, Erkin Seker

GC Bylaws

Chair: Gregory Miller

Member: Magali Billen

GC Courses

Chair: Michael Ziser

Members: James Angelastro, Randy Carney, Gina Dokko, Kyoungmi Kim, Maja Makagon-Stuart, Elizabeth Montano, Jaroslav Trnka

GC Educational Policy

Chair: Lisa Oakes

Members: Alexander Aue, Davide Donadio, Pamela Lein, Elizabeth Prado, Igor Vorobyov, Julie Wyman, Weijian Yang

GC Graduate Student and Postdoctoral Scholar Welfare

Chair: Matthew Gilbert

Members: Christyann Darwent, Paul Wong

GC Program Review

Chair: Christopher Meissner

Members: Julie Bossuyt, Thomas Buckley, Hongwu Chen, Joseph Chen, Zoe Drayson, Heather Knych, Matthias Koeppel, Michele La Merrill, Bruce Rannala, Crystal Ripplinger, Laurie San Martin, Johnny Terning, Michael Zhang

General Education

Chair: Marina Crowder

Members: Marcela Cuellar, Adele Igel, Kristin Kiesel, Nobuko Koyama, Miles Lopes, Anhvu Pham, Jan Szaif

Grade Changes

Chair: Christopher Nitta

Members: Silvia Carrasco Garcia, Brian Gaylord, Rachel St. John, Stefan Uhlig

Information Technology

Chair: Kyaw Tha Paw U

Members: Christiana Drake, Rohan French, Qizhi Gong, Francois Gygi

University Committee on Communications and Computing (UCCC): Kyaw Tha Paw U

Instructional Space Advisory Subcommittee

Chair: Luca Comai

Members: Yuk Chai, Dietmar Kueltz, Timothy McNeil, Stephanie Mudge, Brett Snyder

International Education

Chair: Jennifer Schultens

Members: John Bolander, Heather Hether, David McCourt, Gabrielle Nevitt, Shahid Siddique, Joseph Sorensen

University Committee on International Education (UCIE): Jennifer Schultens

Joint Academic Federation/Senate Personnel

Members: Michael Kapovich, Marcelo Kuroda, Chengfei Liu

Library

Chair: Cecilia Giulivi

Member: Leopoldo Bernucci

University Committee on Library and Scholarly Communication (UCOLASC): Cecilia Giulivi

P&T Hearings

Chair: Carlee Arnett

Members: Zhaojun Bai, Marie Burns, John Conway, Andrea Fascetti, Janko Gravner, David Horton, Lynne Isbell, Carlton Larson, Frank Loge, Eric Rauchway, Cynthia Schumann, William Usrey

P&T Investigative

Chair: Catherine VandeVoort

Members: Marina Leite, Albert Lin, Judith Van de Water, Xiangdong Zhu

University Committee on Privilege & Tenure (UCPT): Catherine VandeVoort

Planning & Budget

Chair: Heather Rose

Members: Shannon Anderson, Robert Brosnan, Satya Dandekar, Sashi Kunnath, Timothy Lenoir, Sarah Stewart-Mukhopadhyay, Gail Taylor, Peter Wainwright

University Committee on Planning & Budget (UCPB): Heather Rose

Preparatory Education

Chair: Yuming He

Members: Rebekka Andersen, Natalia Caporale, Ozcan Gulacar, Timothy Lewis

University Committee on Preparatory Education (UCOPE): Yuming He

Public Service

Chair: Oscar Jorda

Members: Bo Feng, Richard Kravitz, Michele Steffey, Daniel Sumner

Research

Chair: Paul Hastings

Members: Alexander Borowsky, Nipavan Chiamvimonvat, Georgia Drakakaki, James Housefield, Beth Levy, Frank Osterloh, Sally Ozonoff, Jasquelin Pena, David Rocke, Sabyasachi Sen, Jared Shaw, Astrid Volder, Bart Weimer, Vladimir Yarov-Yarovoy

University Committee on Research Policy (UCORP): Paul Hastings

Special Academic Programs

Chair: Omnia El Shakry

Members: Katherine Eriksson, Russell Hovey, Lorenzo Nardo, Philippe Rast

Undergraduate Council

Chair: Alice Stirling-Harris

Members: Eliot Atekwana, Gerardo Con Diaz, Marina Crowder, Amanda Crump, Omnia El Shakry, Rachael Goodhue, Yuming He, Nitin Nitin, Benjamin Shaw, Mitchell Singer, Hulleah Tsinhnahjinnie,

University Committee on Educational Policy (UCEP): Alice Stirling-Harris

Undergraduate Instruction & Program Review

Chair: Mitchell Singer

Members: Kathleen Cruz, Erik Engstrom, Debbie Fetter, Tucker Jones, Juliana Leite Nobrega de Moura Bell, Jay Lund, Francis McNally, Neelima Sinha

Undergraduate Scholarships, Honors & Prizes

Chair: Cheryl Boudreau

Members: James Angelastro, Christian Baldini, Xi Chen, Allison Ehrlich, Katharine Graf Estes, David Gundry, Fuzheng Guo, David Horton, Katrina Jessoe, Susan Kauzlarich, Susette Min, Maceo Montoya, Emilija Pantic, Debashis Paul, Hamed Pirsiavash, Margaret Ronda, Olivier Rubel, Joseph Shen, Qinglan Xia

Establishment, Revision, and Discontinuation of Undergraduate Academic Degree Programs

The establishment, revision, and discontinuation of undergraduate academic degree programs (majors and minors) follow approval flows outlined in [UC Davis PPM 200-25](#). Please secure all required approvals and gather all proposal components before submitting to the Academic Senate for review.

Per [Regents Standing Order 105.2](#), the Academic Senate is responsible for authorizing and supervising all courses and curricula under the sole or joint jurisdiction of departments, colleges, schools, and graduate divisions. Except for rare cases involving unique degree titles or programs (see page 9 of the [UC Compendium](#)), all actions involving undergraduate degree programs are administered by the individual campuses and do not undergo system-level review. As such, the Davis Division of the Academic Senate requires the following components for all major and minor establishment, revision, and discontinuation proposals at UC Davis.

Requirements for Proposals

Establishment of New Majors and Minors

Please submit establishment proposals of an individual major or minor via email to the Academic Senate Chair at aschair@ucdavis.edu and copy the Executive Director of the Davis Division at emarevalo@ucdavis.edu. The Davis Division will review establishment proposals according to its [Request for Consultation](#) procedures.

1. Approvals

- a. Include all faculty votes and approval letters as required by [PPM 200-25](#).

2. Description and Rationale

- a. Name of new major or minor.
- b. For majors, specify the degree type (e.g., B.A. or B.S.).
- c. For majors, specify any emphases or concentrations that will exist.
- d. Rationale for why the new major or minor is important and necessary.
- e. Describe the new major or minor, as well as any special requirements or features. (This is a descriptive exercise, course curriculum should be covered not here, but in Item 4 below.)
- f. Educational objectives, including Program Learning Outcomes.
- g. Projected job opportunities for graduates.
- h. For majors, list University of California campuses and other California institutions, public or private, that offer a closely related major.
- i. For majors, specify if they will be subject to regular review by an outside agency (e.g., ABET).
- j. Each proposal should pertain only to one major or minor program. Occasionally, multiple related proposals need to be approved in sequence to avoid disruption to enrollments. Please indicate this in cover letters, but submit separate proposals.

3. Consultation with Affected Units (e.g., Departments, Programs, Centers)

- a. Describe overlap or conflict with existing UC Davis majors or minors.
- b. You must consult with affected units and include letters from such units stating their feedback. Proposals may still be submitted even if affected units are not supportive. The Davis Division will only review proposals that include:

- i. Feedback from affected units; or
 - ii. If affected units choose not to provide feedback, documentation of reasonable attempts to receive this feedback.
- c. Documentation of student opinion on the proposed major or minor (e.g., surveys).

4. Curricular Structure

- a. List required courses and elective courses and include the following information for each course:
 - i. Is the course existing or will it be new? (New courses do not need to be approved before submission of the new major/minor proposal. For questions regarding the course approval process, [contact the COCI Chair and Analyst](#) for additional information.)
 - ii. Catalog description.
 - iii. Prerequisite requirements.
 - iv. Name and title of likely instructor(s).
 - v. Availability of offerings and space requirements.
 - vi. Consider the impact of prerequisites to required courses that are not explicitly listed among major requirements (“hidden prerequisites”) on time to degree.
 - vii. If internships or research are required, describe the requirements and how students will be expected to meet the requirements.
 - viii. Note that as per [COCI policy](#), UGC acknowledges all in-person, virtual (V), and hybrid (Y) versions of a course number to be interchangeable with respect to major requirements. In such cases where differentiation is desired (one version accepted toward the degree and another not), the program must contact COCI about adjustments to course numbering.
- b. Provide letters of support from all units whose courses are used and whose faculty are providing instruction and/or mentoring:
 - i. From Chairs/Directors: Confirm courses have capacity to accommodate frequency of offerings and number of projected students; comment on any other levels of unit/program support required.
 - ii. From Faculty: Comment on value of the courses for new major or minor; comment on scope and level of faculty participation in existing courses and in developing new courses.

5. Implementation and Administration

- a. What is the target term to start enrolling students in the new program? For majors that are implemented incrementally, specify terms for freshman admissions, transfer admissions, and internal changes of major.
- b. Describe the administrative structure of the major or minor, including any oversight committees and their initial memberships. For majors, specify which groups of Academic Senate members will be responsible for voting on changes to the major.
- c. Describe the advising structure and staff that will be utilized (include physical location of staff).
- d. Describe how the program will advance [UC’s goals for diversity](#), including a plan that details what steps the program will take in its first five years to move it toward the identification, recruitment, and retention of underrepresented minority students.
- e. Outline the projected costs and resources required for each of the first five years of implementation, including but not limited to FTE, advising staff, teaching assistants, library acquisitions, computing needs, equipment, and facilities.
 - i. Provide letters of support from the provost, relevant deans, and/or units committing to these costs.
 - ii. If applicable, provide any Memorandums of Understanding documenting commitments with units providing or sharing the above items. For establishment of new majors with administering academic departments housed in more than one College, Memoranda of

Understanding from the College Deans should establish evidence of sustainability of relevant resource allocations.

- f. Provide enrollment projections for the first five years. Describe contingency planning if enrollment were to experience greater variance during the first five years than projected.
- g. Outline a process to evaluate success after the first three years of implementation.

Revision of Existing Majors and Minors

Please submit proposals for revision of an individual major or minor via email to Associate Director Mary Vasquez at mpvasquez@ucdavis.edu.

1. Approvals

- a. Include all faculty votes and approval letters as required by [PPM 200-25](#).

2. Background and Rationale

- a. Explain all proposed revisions to the currently approved program.
- b. Explain the rationale for why the proposed revisions are necessary.
- c. Describe the timing of and implementation plan for the revisions. Please be sure to address all impacts to students and catalog rights, including:
 - i. How many existing students in the major will be affected by the proposed change?
 - ii. Are any mitigation measures needed to prevent delays in time to degree for students already enrolled in the major or minor?
- d. Each proposal should contain revisions for only one major or minor program. Occasionally, multiple related proposals need to be approved in sequence to avoid disruption to enrollments. Please indicate this in cover letters, but submit separate proposals.

3. Consultation with Affected Units (e.g., Departments, Programs, Centers)

- a. Describe overlap or conflict with existing UC Davis majors or minors.
- b. You must consult with affected units and include letters from such units stating their feedback. Proposals may still be submitted even if affected units are not supportive. The Davis Division will only review proposals that include:
 - i. Feedback from affected units; or
 - ii. If affected units choose not to provide feedback, documentation of reasonable attempts to receive this feedback.

4. Curricular Structure

- a. Revisions to the curricular structure should be submitted in track changes (deletion and addition of courses and changes to total required units should be clear).
- b. Provide letters of support from units whose courses are added to the program in this revision.
 - i. From Chairs/Directors: Confirm courses have capacity to accommodate frequency of offerings and number of projected students; comment on any other levels of unit/program support required.
- c. Note that as per [COCI policy](#), UGC acknowledges all in-person, virtual (V), and hybrid (Y) versions of a course number to be interchangeable with respect to major and prerequisite requirements. In such cases where differentiation is desired (one version accepted toward the degree and another not), the program should contact COCI about required adjustments to course numbering.
- d. Consider the impact of prerequisites to required courses that are not explicitly listed among major requirements (“hidden prerequisites”) on time to degree.

Note: If appropriate and necessary to facilitate the implementation of revisions, programs can request permission from the Academic Senate to [suspend admissions to an existing major](#). Please [email the request](#) to the Academic Senate Chair and copy the Executive Director.

Upon receiving the proposed revisions from the college or school faculty executive committee (per the approval process in PPM 200-25), Undergraduate Council will determine if the proposed revisions are considered substantial. If substantial, the Davis Division will initiate a full [Request for Consultation](#) process to ensure all committees can opine. If not substantial, Undergraduate Council will review and approve/deny the revisions.

As examples, substantial revisions may include, but are not limited to:

- Changing the name of a major or minor.
- Adding required courses from another college/school, department, or unit.
- Adding required research experiences, internships, or capstones.
- Divisions of a major or minor into multiple majors or minors.
- For majors, adding or discontinuing concentrations, specializations, emphases, or tracks.

Discontinuation of Existing Majors and Minors

Please submit proposals to discontinue an individual major or minor via email to the Academic Senate Chair at aschair@ucdavis.edu and copy the Executive Director of the Davis Division at emarevalo@ucdavis.edu. The Davis Division will review discontinuation proposals according to its [Request for Consultation](#) procedures. In the unusual case of a proposed discontinuation of last-of-its-kind degree title on campus or last-of-its-kind program for the system, the proposed discontinuation will then be sent for review by the [Academic Council/UC Education Policy Committee] as per the Compendium.

1. Approvals

- a. Include all faculty votes and approval letters as required by [PPM 200-25](#).

2. Background and Rationale

- a. Explain the rationale for the discontinuation. Include how the discontinuation aligns with campus planning, college/school planning, and the relevant unit's academic plan.
- b. Explain the status of similar majors/minors at other UC campuses.
- c. Projected number of students affected. To which majors/minors are these students likely to transfer?
- d. Projected changes to departmental/program enrollments, staffing, and space requirements.
- e. Analysis of budgetary costs or savings to department/program and campus. Include whether funds are required to implement the discontinuation.

3. Consultation with Affected Units (e.g., Departments, Programs, Centers)

- a. You must consult with affected units and include letters from such units stating their feedback. Proposals may still be submitted even if affected units are not supportive. The Davis Division will only review proposals that include:
 - i. Feedback from affected units; or
 - ii. If affected units choose not to provide feedback, documentation of reasonable attempts to receive this feedback.
- b. Documentation of student opinion on the discontinuation (e.g., surveys).

4. Implementation and Administration

- a. Include, at minimum, a year-by-year phase out plan with a timetable of completion for each step. Describe any accommodations required to ease the transition for students, faculty, and staff.

Other Considerations

Most proposals that the Davis Division receives are campus-only actions, such as creating a new undergraduate degree program, changing the name of an existing undergraduate degree program, and consolidating, transferring, or discontinuing an existing undergraduate degree program. However, some special cases even within these categories are subject to system-wide review by the Academic Senate per the Compendium Section II.A. Undergraduate Degree Programs. Scenarios that trigger systemwide review involve first- and last-of-its-kind degree titles for the campus, or first- and last-of-its-kind degree programs for the system.