Review procedure for proposals for new graduate emphasis areas and graduate groups

I. New emphasis areas within existing Interim Individual Graduate Program

1. Members of the proposed emphasis area contact WASC Academic Liaison Officer (ALO) and the WASC Substantive Change Specialist to determine if submission of a substantive change proposal to WASC is necessary. The persons holding these campus positions will assist faculty with the submission of the substantive change proposal to WASC, if it is required.

2. Members of the proposed emphasis area prepare proposal following the format below and obtain approval of proposed lead dean.

3. Proposal is submitted simultaneously to GRC (for academic review), CAPRA and the EVC (for budgetary review), and Graduate Dean. If the proposed emphasis area has not previously been included in the Five-Year Perspective, proposal must also be submitted for the required systemwide notification (see the Compendium).

4. GRC, after receiving comment from CAPRA and the Graduate Dean, reviews proposal and may request changes or clarifications from proposing faculty.

5. GRC votes to approve or disapprove new emphasis area and submits recommendation to Graduate Dean.

6. If approved, proposal for new emphasis area is submitted to systemwide CCGA for final approval.

7. If required, substantive change proposal is submitted to WASC.

<u>Format for proposal for new emphasis area</u>

1. Name of the program, principal faculty contact person, proposed lead dean, and proposed degree(s) offered (M.S., M.A., and/or Ph.D.)

2. Brief description of the program: what it is, why it should be established at Merced at this time, and its relationship to existing and planned graduate groups, graduate emphasis areas, and/or institutes at Merced.

3. Resources: new faculty, staff, courses, and facilities (including equipment, space, library) that are needed.

4. Provide an estimate of the number of graduate students likely to be involved , both initially and at steady state.

5. Describe likely employment opportunities after degree completion.

6. Timeline: when does the new emphasis area plan to start offering courses and accepting students? On what time scale would this emphasis area expect to become a full-fledged graduate group?

7. Policies and Procedures, and By-Laws

> Note: The Graduate Advisors Handbook (GAH) details policies and procedures for graduate programs at UC Merced. Emphasis areas may impose additional or more stringent policies and procedures, but they cannot conflict with or diminish those already detailed in the GAH. For clarity, policies and procedures specific to the emphasis area should be clearly referenced to the section in the GAH to which they relate. This should be achieved by (1) using just one paragraph for each additional policy or procedure that the emphasis area may impose, (2) the first sentence in each paragraph should indicate the section in the GAH to which the additional policy or procedure relates, (3) the paragraph should not be a modified copy of sentences or a paragraph from the GAH, but should clearly state what the additional policy or procedure is.
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> In the By-Laws, the committee responsible for curriculum, program, and substantive change review for the emphasis area should be identified (e.g. Educational Policy Committee).

8. Program Learning Outcomes, Curricular Map, and Assessment Plan. The Policies and Procedures Manual should reference the Program Learning Outcomes, Curricular Map articulating alignment between Program Learning Outcomes and Course Outcomes, and Assessment Plan, which are separate documents. The Program Learning Outcomes should be posted to the emphasis area's website, once the new emphasis area is approved by GRC.

II. Existing emphasis areas seeking full Graduate Group status

1. Introduction of a new degree program requires WASC Substantive Change approval. Graduate group faculty must inform the campus WASC Academic Liaison Officer (ALO) and the WASC Substantive Change Specialist of the proposed graduate group. The persons holding these campus positions will assist faculty with the submission of the substantive change proposal to WASC. Proposing graduate groups should carefully review requirements for the WASC substantive change request and UCM Graduate Program Review Policy, as they contain specific requirements with respect to program review and curricular mapping.

2. Graduate group faculty prepare proposal following the format prescribed in CCGA Handbook. Policies and procedures detailed in the CCGA proposal should conform to the policies and procedures detailed in the Graduate Advisors Handbook. Graduate groups may impose additional or more stringent policies and procedures, but they cannot conflict with or diminish those already detailed in the GAH. In the By-Laws, submitted

as part of the CCGA proposal, the committee responsible for curriculum, program, and substantive change review for the graduate group should be identified (e.g. Educational Policy Committee).

3. Program Learning Outcomes, Curricular Map, and Assessment Plan. Policies and procedures contained within the CCGA proposal should reference the Program Learning Outcomes, Curricular Map articulating alignment between Program Learning Outcomes and Course Outcomes, and Assessment Plan, which are separate documents. The Program Learning Outcomes should be posted to the graduate group's website, once the graduate group is approved by CCGA.

4. Proposal is submitted simultaneously to GRC (for academic review), CAPRA and the EVC (for budgetary review), and the Graduate Dean.

5. GRC, after receiving comment from CAPRA and the Graduate Dean, reviews proposal and may request changes or clarifications from proposing faculty.

6. GRC votes to approve or disapprove graduate group and submits recommendation to Graduate Dean.

7. If approved, proposal for graduate group is submitted to systemwide CCGA for approval.

8. Graduate group submits substantive change proposal to WASC.

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