GRADUATE COUNCIL (GC)

Preparing the UC Merced Extension Non-Degree Program Proposal

Approved by GC on November 27, 2017.
To be revisited by GC in three years from the date of approval: November 27, 2020.
Approved by UGC on January 3, 2018.

Intent
The following describes the requirements and process for proposing a new Non-Degree program at UC Merced Extension.

I. Initial Proposal
When an individual, department or unit wishes to establish a new Extension Non-Degree program, an initial proposal should be prepared and submitted to the appropriate Extension Continuing Educator, or Dean's designee. The initial proposal is to evaluate the fiscal viability of the program and includes many of the same issues that correspond to the five-year review of certificate programs. To the extent appropriate to the program, the initial proposal should address the following criteria:

Program Rationale and Objectives: Define the purpose and intent of the program: career enhancement, career change, personal enrichment/enhancement, etc. Identify whether or not the program addresses emerging economic and/or societal needs.
Needs Assessment: Identify the potential value of the program in the community.
Prospective Student Profile: Define as best you can the profile of prospective students for the program. Forecast how many students are expected to enroll in the program during the first two years.
Involvement by Non-Extension Segments

1. Describe any involvement and participation in the development of the program from non-Extension units, including UC Merced campus departments.
2. Describe any participation or involvement from industry, governmental agencies, associations, or community groups.
3. Describe the plans for keeping the program updated and current after establishment.
4. Describe the Advisory Board: how often do they meet, who are the members, and what is their term of service.

Program Characteristics

1. Identify any proposed program admission. Identify and describe prerequisite courses and required courses, with a breakdown of core versus electives. Include course descriptions for courses.
2. State how much the certificate candidacy fee is, and what services or benefits it will include.
3. Describe from whom and how students will receive advisement throughout the duration of their study.
4. State any other services that will be offered and by whom.

Promotion: Provide a summary of your marketing and promotion plans, outlining the strategies that are being considered for marketing the program to potential audiences, including students, employers, and community groups, etc.

Administration of Program

1. Indicate any staffing implications of offering the new program, with description of any new positions or personnel to be added.
2. Provide a two year projected budget identifying expenses and revenues for the start-up phase (year one and ongoing phase, year two) for the program.
3. Describe any new facility or equipment requirements which will need to be in place when offering the program, and specify if such facilities and equipment are available, at what cost, to be leased or purchased, etc.

II. Development of the Formal Non-Degree Proposal

The formal Non-Degree program proposal is assembled for review by the Academic Senate and is made up of the following:

A. The final Program Rationale and Objectives.

B. Program Requirements: List Extension course requirements including elective options. Enumerate program learning goals and outcomes. Describe the outcomes assessment plan. Indicate the minimum and maximum credits allowable for the certificate. The proposal must include the following:

1. A sample program for the certificate, including all requisites in two years.
2. Indicate policy for accepting transfer of credits into the certificate program.
3. Indicate plans for required Advisory Board to oversee the program after initial approval.
4. Draft text for a catalog description.

C. Student Matriculation: Each program must have clearly written policies on:

1. Any admission requirements for the program.
2. Procedures for declaration of candidacy for the program.
3. The acceptance of courses from other institutions and any limitations on transfer credits.
4. Explanation of anticipated amount of time to complete the program, including proposed course offering schedule.
5. Policy and process for substituting courses outside the established curricula.

D. Resources Needs and Planning Budget:

1. Provide a three year Budget Projection to support the Non-Degree Program.
2. Indicate how the courses will be staffed with instructors and how instructors will be recruited.
3. Indicate any new staffing needs required to support the program.
4. Indicate space needs and specify if additional space will be required by the program.
5. Indicate any potential impact on main campus resources including space, administrative resources or funding.
6. Indicate library resources needed.

E. Time table for implementation: Include plans and timetable for initiating and building the program.

F. Five Year Review Requirement for Non-Degree Programs:

1. Every certificate program will be reviewed at five year intervals. This aligns with the review period generally established by professional agencies, licensing bodies, etc., and provides sufficient time to collect data, assess trends and affect revisions.

2. The review is initiated and facilitated by the Extension Director with responsibility for the discipline. This review will primarily focus on the continued relevance of the curriculum and the quality of the instructor pool, but will also cover other programmatic and administrative procedures related to the certificate program including fiscal viability.
3. The core criteria addressed in Certificate Program five-year review are advising, course schedule, matriculation procedure, program objectives, policies and procedures, curriculum, and quality control.
4. The final Five Year Report will be included with the Extension Annual Report and shared with the Academic Senate.

G. Renewal and Discontinuation of Certificate Programs

1. The final decision to renew or discontinue a certificate program rests with the Extension Dean, relying on guidance stemming from the review as well as other factors, such as profitability, as appropriate.
2. At the time a program is scheduled for discontinuation, all students currently enrolled in the program must be notified of the action as soon as possible by the Extension Registrar. Student advisement and consultation should ensure that student academic planning and program course scheduling reflects the needs of the program's target student audience in completing their academic body of work.

III. Substantive Change Review

The WSCUC Substantive Change Specialist is consulted to determine whether the proposed Non-Degree program or change to program requires external review by WSCUC after the proposal is approved on campus. If WSCUC review is required, the group proposing the program must prepare the required substantive change documentation for WSCUC review, in consultation with the campus WSCUC Accreditation Liaison Officer and WSCUC Substantive Change Specialist.

Once the Academic Senate approves the program, and all substantive change requirements have been satisfied, Extension may proceed with advertising and implementing the program.