

EXECUTIVE COUNCIL

REPORT TO THE RIVERSIDE DIVISION
February 27, 2018

To be adopted

PRESENT:

PROPOSED:

~~7 U.C. Riverside Procedures for Discontinuance of a Program (Adopted by the Academic Senate April 24, 1980) (Amended by the Academic Senate May 10, 1984)~~

7. U.C. Riverside Procedures for Reconstitutions of Academic Degree Programs and Academic Units (Adopted by the Academic Senate April 24, 1980) (Amended by the Academic Senate May 10, 1984)

~~PREAMBLE~~

A reconstitution refers to any combination of actions treated as a unified plan and intended to transfer, consolidate, disestablish, or discontinue (TCDD) an academic program.

~~The ultimate decision to recommend the transfer, consolidation, disestablishment, or discontinuance of an academic program resides with the Academic Senate of the campus and that of a unit resides with the Chancellor. In the context of these procedures, a program is defined as a course of study leading to a degree, and a unit is a school, college, department, or division within a department, school, or college. If such a decision is to be judicious it can be made only after consultation with, and upon the advice of, the faculty, the students, the Chairperson of the program and/or the Chairperson of the academic unit in which the program is housed, the Executive Committee and the Dean of the college or school that administers the program, and the appropriate committees of the Academic Senate. If transfer, consolidation, disestablishment, or discontinuance of a graduate program or unit is under consideration, the Graduate Dean, in addition to the foregoing agencies, should be consulted.~~

7.A Definitions

~~PROCEDURES FOR TRANSFER, CONSOLIDATION, DISESTABLISHMENT, OR DISCONTINUANCE OF AN ACADEMIC PROGRAM, OR UNIT~~

- Transfer: Moving a program into another one that subsumes it;
- Consolidation: Combining two or more programs to form a new unified program;
- Disestablishment: Eliminating an academic unit or research unit;
- Discontinuance: Eliminating an academic program.
- Academic degree program, academic program, or program: A course of study leading to a degree;
- Unit: any aggregation of academic entities organized as a school, college, division or other title that appoints faculty who are members of the Academic Senate and who vote as a unit under Academic Senate Bylaw 55 shall be treated as an academic unit. Examples of units are schools, colleges, departments or divisions within a department, school, or college.

~~Regardless of the origin of the initial recommendation for transfer, consolidation, disestablishment, or discontinuance, the Senate feels that deliberations by, and consultation with, the abovementioned~~

agencies of the campus must occur prior to the final decision by the Academic Senate in the case of programs or by the Chancellor in the case of units. To assure that such consultation has taken place, the following procedures are established.

Some units may administer more than one program (e.g., a graduate and an undergraduate program in one department; a program in a specific language and the program in Comparative Literature in the Department of Literatures and Languages). On the other hand, some programs may be the joint responsibility of more than one unit, e.g., a program under the responsibility of an interdepartmental committee.

1 A proposal for the transfer, consolidation, disestablishment, or discontinuance of a program or unit may originate with a department, program or group; with the Dean of the college or school to which the department, program or group is administratively attached; or with the Committee on Educational Policy or the Graduate Council. A proposal for the transfer, consolidation, disestablishment, or discontinuance of a unit may also originate with an appropriate vice Chancellor. If the unit or program being considered for transfer, consolidation or termination is unique in the University, or if its closure would have systemwide or intersegmental effects, the President shall be consulted early in the process.

2 If the request for transfer, consolidation, disestablishment, or discontinuance originates with a department, program, or group, it shall be forwarded to the Committee on Educational Policy, the Graduate Council, and the Committees on Academic Personnel and Planning and Budget.

3 If the proposal for transfer, consolidation, disestablishment, or discontinuance originates with the Dean of the college or school or with a vice Chancellor, it shall be forwarded to the Committee on Educational Policy, the

- Suspension or Moratorium: placing a hold on admissions to an existing academic unit or degree program.

Reasons for imposing a moratorium include, but are not limited to, a program's failure to fulfill its teaching or research mission; disregard for student and/or faculty welfare; and/or the inability to deliver its programmatic offerings in an adequate manner to current or prospective student cohorts. The Senate can impose a moratorium based on the outcomes of a program review and/or a program's failure to comply with program review procedures. The outcomes of a program review and/or a program's failure to comply with program review procedures may also be cause for the recommendation of academic receivership.

Additional definitions can be found in the [Compendium](#).

7.B TCDD action for an academic program

The decision to recommend the transfer, consolidation, disestablishment, or discontinuance (TCDD) of an academic program resides with the UCR Division of the Academic Senate. If a TCDD decision is to be judicious it can be made only after consultation with, and upon the advice of, the faculty, the students, the chairperson(s)/director(s) of the affected unit(s), the dean(s) and executive committee(s) of the college(s)/school(s) that administer(s) the program, and the appropriate committees of the Academic Senate. Faculty shall retain the right, at all times during deliberations, to advise the Executive Committee of their college or school, or the committees of the Academic Senate, on the proposal. The Academic Senate committees may consult with the Chancellor, Provost/EVC and the appropriate vice-chancellors and

~~Graduate Council, and the Committees on Academic Personnel and Planning and Budget, but only after consultation with the department, program or group under consideration and with the Executive Committee of the college or school. The Executive Committee may refer the recommendation to the Faculty of the College or school, for its advice, if the committee deems it necessary or advisable. Responses of these agencies of the school or college shall be appended to the Dean's or vice Chancellor's letter of transmission to committees of the Academic Senate.~~

~~4 If the proposal for transfer, consolidation, disestablishment, or discontinuance arises with the Committee on Educational Policy or the Graduate Council, the department, program or group, the Dean of the college or school, and the Executive Committee of the college or school must all be given the opportunity to review the proposal, make comments, and present relevant materials before any final recommendation is made by the Committee on Educational Policy or the Graduate Council.~~

~~5 Senate committees reviewing the proposal shall consult, early in the deliberations, with the Chairperson, Faculty and students of the program or unit under review, and with the Dean and the Executive Committee of the college or school to which the program or unit is administratively attached, if deemed necessary. Consultation shall also take place with Faculty and students of related departments, programs or groups that would be affected by a decision to transfer, consolidate, disestablish, or discontinue. The recommendations of the Committees on Academic Personnel and Planning and Budget shall be sought. Consultation between the Committee on Educational Policy, the Graduate Council and the Committees on Academic Personnel and Planning and Budget shall be maintained throughout the review process.~~

~~a) A Special Review Committee, normally~~

deans.

A proposal for a TCDD action may originate with a department, program, academic unit, or with the dean of the college or school to which the department, program or academic unit is administratively attached; it may also originate with a committee of the Academic Senate. The reasons for proposing reconstitutions of academic programs vary, but may include academic improvements, administrative efficiencies, financial exigency, changes in the field, student demand, and fund-raising opportunities.

No programs or units shall undergo a TCDD action until the enrolled students can be accommodated in a fashion that will assure completion of the degree. Arrangements shall be made for the orderly and appropriate accommodations of academic and staff employees whose positions are affected by a TCDD action. These arrangements shall be in accordance with existing applicable personnel policies. Where existing policies are not adequate, supplemental policies shall be developed by the Systemwide Administration through appropriate consultation with the Academic Senate. Until such policies are adopted, historical precedent and established practice shall supplement existing personnel policies. Under no circumstances shall a TCDD action result in the termination of a tenured Faculty member from the University of California.

TCDD proposals should include, at a minimum

- The justification for the proposed action
- Submission of all proposed curricular changes
- The provisions that will ensure students will not be negatively affected.
- A discussion of all faculty welfare issues connected with the proposal
- A description of all budgetary

~~consisting of individuals from other campuses or institutions, will be appointed by the Advisory Committee of the Academic Senate in consultation with the Administration, the Executive Committee of the college or school and the program/department concerned. The charge to the Committee shall be developed by the Dean and the Executive Vice Chancellor and shall be subject to the review of the Advisory Committee. A review will be promptly carried out by the Special Review Committee.~~

~~b) The report of the Special Review Committee, together with the file and other documentation will be assessed by the Committees on Educational Policy, Academic Personnel, and Planning and Budget, and by the Graduate Council in cases of review of graduate programs. This assessment is to be carried out in consultation with the Chancellor, the Executive Vice Chancellor, the President (if required by Systemwide procedures) and other interested individuals and groups, including the program/department being reviewed.~~

~~c) The Executive Vice Chancellor shall submit the report of the Special Committee to his/her Student Committee on Budget and Academic Planning for its review and recommendation.~~

~~d) The results of Senate committee deliberations will be transmitted to the Advisory Committee which shall submit its recommendations to the Division for action and the Executive Vice Chancellor shall provide as information to the item any comments from the Student Committee on Budget and Academic Planning.~~

~~6 Faculty shall retain the right, at all times during deliberations, to advise the Executive Committee of their college or school, or the committees of the Academic Senate, on the proposal.~~

~~7 In all cases the deliberations of the Committee on Educational Policy and/or the Graduate Council shall be in consultation with~~

implications (staffing, space, etc.)

Any one of the reviewing bodies may require additional information from the proponents of the TCDD action.

In most cases reconstitutions of undergraduate degree programs are a Divisional matter, the campus decision is final and no system-wide involvement is necessary; there are however three exceptional cases that require systemwide involvement: (i) if a program proposed for discontinuance is the last one of its kind within the UC system; (ii) if a program awards a title that is the last one of its kind (in that its program of studies is not substantially reproduced by any other program within another academic unit of the UC); or (iii) if the Divisional Senate is not appropriately involved in the review process. For these situations, the Divisional Chair shall initiate a system-level review as prescribed in section IV.A of the [Compendium](#).

Similarly, the campus decisions on the reconstitution of graduate degree programs are final in most instances. There are however two exceptions: (i) if the Divisional Senate is not appropriately involved, or (ii) if any systemwide implications are not satisfactorily addressed. In such cases the provost or CCGA can request a system level review for which the process is detailed in Section IV.B of the [Compendium](#).

Except in the cases listed above, any TCDD proposal shall be reviewed as follows:

1. Regardless of its origin, a TCDD action for an academic program will be first reviewed by the affected departments and programs, and then forwarded to the executive committee(s) and dean(s) of the corresponding college(s)/school(s) for comments.
2. The proposal, together with all pertinent documentation, shall then be forwarded to the Division Senate Chair for review by the appropriate Senate

~~the Chancellor and the appropriate vice Chancellors.*~~

~~* Under the present administrative organization of the campus, the appropriate vice Chancellors would be the Executive Vice Chancellor. The proposed wording is intentionally non-specific to allow for possible future changes in designated titles.~~

~~8 If, after the foregoing review, a recommendation for transfer, consolidation, disestablishment, or discontinuance is reached by the Committee on Educational Policy, for undergraduate programs or units, or by the Graduate Council, for graduate programs or units, or for an entire program, the Advisory Committee shall present the recommendation to the Division for its action. Concurrence or dissent, and the arguments therefore, shall be presented at the same time, by the Graduate Council, for undergraduate programs or units, and by the Committee on Educational Policy, for graduate programs or units.**~~

~~**The Committee on Educational Policy should have the opportunity to comment on the transfer, consolidation, disestablishment, or discontinuance of graduate programs or units, and the Graduate Council on the transfer, consolidation, disestablishment, or discontinuance of undergraduate programs or units.~~

~~9 After completion of the foregoing procedures, the results of the consultation on units and the results of any final decisions on programs shall be reported by the Division to the Chancellor. If the decision is to transfer, consolidate, disestablish, or discontinue a program, it shall be reported to the Systemwide Administration as prescribed universitywide. If the decision is to recommend the transfer, consolidation, disestablishment, or discontinuance of a unit or the disestablishment of a degree, the recommendation shall be made to the Systemwide Administration as prescribed universitywide.~~

Committees; such committees should include, at a minimum, Graduate Council and the committees on Educational Policy, Planning and Budget, and Academic Personnel (Graduate Council and the Committee on Educational Policy shall review both graduate and undergraduate proposals). If deemed necessary, Senate committees reviewing the proposal may consult, with the chairperson/director, faculty and students of the program or unit under consideration, and with the dean(s) and executive committee(s) of the college(s) or school(s) to which the program or unit is administratively attached.

If the TCDD proposal originates in a committee of the Academic Senate, the Division Senate Chair shall be notified of the proposal before it is forwarded to the affected departments and programs to initiate the review process.

3. The Division Senate Chair, in consultation with the Executive Council and the Executive Committee(s) of the affected school(s)/college(s), may convene a Special Review Committee (SRC) charged with evaluating the proposal and any issues that might require attention. The SRC shall submit its report to the Executive Council. The SRC membership will be decided by the Committee on Committees in consultation with Executive Council and may include Senate members from other campuses.
4. Upon receipt of the proposal, the Division Senate Chair shall also notify the Executive Vice Chancellor and Provost of the proposed action, who

<p>10 No programs or units shall be transferred, consolidated, disestablished, or discontinued until the enrolled students can be accommodated in a fashion that will assure completion of the degree. Arrangements shall be made for the orderly and appropriate accommodations of academic and staff employees whose positions are affected by a decision to disestablish or discontinue or to transfer to another campus or to combine with another program or programs on a different campus. These arrangements shall be in accordance with existing personnel policies to the extent that they are adequate for each specific decision. Where existing policies are not adequate, supplemental policies shall be developed by the Systemwide Administration through appropriate consultation with the Academic Senate. Until such policies are adopted, historical precedent and established practice shall supplement existing personnel policies. Under no circumstances shall the transfer, consolidation, disestablishment or discontinuance of a program or unit result in the termination of a tenured Faculty member from the University of California.</p> <p>11 The campus will report any transfers, consolidations and discontinuances annually on its Academic Program Inventory.</p> <p>5/3/89: Editorial corrections were made with reference to Committee on Budget and Interdepartmental Relations and vice Chancellor designations by the Committee on Rules and Jurisdiction.</p>	<p><u>shall be given the opportunity to review and opine on the proposed action.</u></p> <p>5. <u>The results of Senate committee deliberations and all documentation connected with the proposed TCDD action will be transmitted to the Senate Executive Council, which shall review and submit its recommendations to the Division for action.</u></p> <p><u>Additional documentation may be provided by any of the reviewing bodies and individuals at any step in the process up to and including the final Divisional vote discussion.</u></p> <p><u>If the proposed action affects a program the Divisional action is final; if it affects a unit the Divisional vote is advisory to the Chancellor.</u></p> <p><u>After completion of the foregoing procedures the decisions shall be reported by the Division to the Chancellor. Any approved proposals will be reported to the Systemwide Administration as prescribed by systemwide procedures. The campus will report any program reconstitutions annually on its Academic Program Inventory.</u></p> <p><u>7.C TCDD action for an academic unit</u></p> <p><u>The reconstitution of an academic unit requires both divisional and systemwide actions. The procedures are detailed in section IV.C.3 of the Compendium.</u></p>
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Statement of Purpose and Effect: The proposed changes clarify and simplify the process for Appendix 7 actions, removes outdated and unnecessary steps, and makes the appendix easier to read and follow. Effective upon approval.

Approved by Executive Council on: November 27, 2017

Reviewed by the Graduate Council:

Reviewed by Educational Policy:

Reviewed by Planning & Budget:

Reviewed by CHASS Executive Committee:

Reviewed by CNAS Executive Committee:

Reviewed by BCoE Executive Committee:

Reviewed by GSoE Executive Committee:

Reviewed by SoM Executive Committee:

Reviewed by SPP Executive Committee:

Reviewed by SoBA Executive Committee:

The Committee on Rules and Jurisdiction finds the wording consistent with the code of the Academic Senate: _____

Received by Executive Council: _____