

ACADEMIC SENATE EXECUTIVE OFFICE

REPORT TO THE RIVERSIDE DIVISION

December 5, 2023

To Be Adopted

Proposed Changes to Appendix 7

PRESENT:

~~F7 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)~~

PREAMBLE

~~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~~

PROPOSED:

7. U.C. Riverside Procedures for the transfer, consolidation, disestablishment, or discontinuance (TCDD) of academic programs and academic units (Adopted by the Academic Senate April 24, 1980) (Amended by the Academic Senate May 10, 1984)

PREAMBLE

Transfer, consolidation, disestablishment, or discontinuance (TCDD) refers to any combination of actions working as a unified plan to reconstitute an academic program or academic unit. The ultimate decision to recommend a TCDD action for an academic program resides with the Academic Senate of the campus and that of an academic unit resides with the Chancellor.

The reasons for proposing TCDD actions for program or units may vary, but can include academic improvements, administrative efficiencies, financial exigency, changes in the field, student demand, and fundraising opportunities.

I. Definitions

- Academic degree program or academic program (shortened hereafter as "program"): A course of study leading to a degree;
 - Note: Though undergraduate minors do not lead to a degree, TCDD actions related to minors will also follow the Appendix 7 process.
- Academic Unit (shortened hereafter as "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

consideration, the Graduate Dean, in addition to the foregoing agencies, should be consulted.

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

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,

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.

- Note: Non-academic programs and administrative units follow different processes found in the Compendium.
- Transfer: Moving a program or unit into another one that subsumes it;
- Consolidation: Combining two or more programs or units, respectively, to form a new unified program or unit;
- Disestablishment: Eliminating an academic unit or research unit;(as referenced in the Compendium)
- Discontinuance: Eliminating an academic program

II.

TCDD Action for Academic Programs

A. Proposal Origin:

1. A TCDD action proposal for a program may originate from:
 - a. A department, program, or academic unit
 - b. The Dean of the college or school to which the department, program or academic unit is administratively attached.
 - c. A Committee of the Academic Senate.
2. Regardless of the origin of a TCDD action, a TCDD decision can be judicious only if it is made after consultation with, and upon the advice of, the faculty, the students, 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.

~~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 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~~

B. TCDD Proposal Requirements to be Considered for Review

1. Proposal Memorandum

a. Regardless of its origin, a TCDD proposal should include, at a minimum, a memo with the following information:

- i. The justification for the proposed action.
- ii. Submission of all proposed curricular changes.
- iii. The provisions that will ensure students will not be negatively affected.

(1) No programs shall undergo a TCDD action until the enrolled students can be accommodated in a fashion that will assure completion of the degree.

- iv. A description of all budgetary implications, including but not limited to staffing and space considerations.

(1) Arrangements should 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

~~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.~~

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.

(2) Under no circumstances shall a TCDD action result in the termination of a tenured Faculty member from the University of California.

a) A Special Review Committee, normally 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

2. Pre-Senate Consultation

- a. Regardless of the TCDD proposal's origin, the proposer must consult the affected entities before the proposal goes through Senate review.
- b. In order to document consultation with the affected entities, a response memo from each of the following entities should be submitted with the proposal:
 - i. The department, program, or group under consideration
 - ii. The Executive Committee of the college or school
 - iii. The Dean of the college or school or the appropriate Vice Chancellor; and
 - iv. The Provost and Executive Vice Chancellor

C. Review Process

0. Exceptions to the Divisional Review Process

- a. 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

~~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 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.**~~

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.

b. For graduate degree programs, there are two exceptions that require systemwide involvement:

- i. if the Divisional Senate is not appropriately involved, or
- ii. if any systemwide implications are not satisfactorily addressed. In such cases the systemwide Provost and Executive Vice President for Academic Affairs or CCGA can request a system level review for which the process is detailed in Section IV.B of the Compendium.

** TCDD Proposals that do not fall under Exceptions to the Divisional Review Process Shall Be reviewed as follows:

~~**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.~~

~~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~~

1. The proposal, together with all pertinent documentation, shall be submitted to the Division Senate Chair, copying the Senate Executive Director.
 - a. 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) to evaluate the proposal and any issues that might require attention.
 - i. The SRC membership will be decided by the Committee on Committees, in consultation with Executive Council and may include Senate members from other campuses
 - ii. If an SRC is deemed necessary by the Senate Chair, the Senate Chair will develop the charge, in consultation with the proposer.
 - iii. The SRC will review the proposal and all pertinent documentation, following the charge developed by the Senate Chair.
 - (1) The SRC may submit Requests for Information (RFI) to the Senate Chair, which will be forwarded to the proposers.
 - iv. Once the SRC's analysis is finalized, the SRC shall complete a final report and submit it

~~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.~~

~~11 The campus will report any transfers, consolidations and discontinuances annually on its Academic Program Inventory.~~

~~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.~~

to the Division Senate Chair.

2. The original TCDD proposal and the SRC's final report, along with any comments from the Provost and Executive Vice Chancellor and the proposers, will be submitted to the appropriate Senate committees for review.
 - a. The review committees should include, at a minimum:
 - i. Planning and Budget
 - ii. Academic Personnel
 - iii. Graduate Council, if the proposed TCDD action impacts graduate education
 - iv. Educational Policy, if the proposed TCDD action impacts undergraduate education
 - b. The assessment by the Senate committees is to be carried out in consultation with the Chancellor, the Provost and Executive Vice Chancellor, and additional systemwide entities if systemwide review is required per the Compendium (IV.B).
 - c. If deemed necessary, Senate committees reviewing the proposal may request additional information from the chairperson/director, faculty and students of the program under consideration, and with the dean(s) and executive committee(s) of the college(s) or school(s) to which the program is administratively attached.—
3. 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

	<p><u>recommendations to the Division for action.</u></p> <p>a. <u>Additional documentation may be required by any of the reviewing bodies and individuals at any step in the process up to and including the final Divisional vote discussion. Divisional action regarding academic programs is final.</u></p> <p>4. <u>Final decisions shall be reported by the Division to the Chancellor.</u></p> <p>a. <u>Any approved proposals will be reported to the Systemwide Administration as prescribed by systemwide procedures.</u></p> <p>III. <u>TCDD Action for an Academic Unit</u> <u>The reconstitution of an academic unit requires both divisional and systemwide actions. The procedures are detailed in section IV.C of the Compendium.</u></p>
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Statement of Purpose and Effect:

Within the Manual of the Riverside Division of the Academic Senate, Appendix 7 outlines the process to transfer, consolidate, disestablish, or discontinue (TCDD) academic programs and units. The proposed changes are intended to simplify the Appendix 7 process and provide guidance for these entities.

The proposed changes are summarized below:

- Addition of a “Definitions” section.
- Streamlining the TCDD process so that there is one set of requirements for TCDD proposals, regardless of where the proposal originates. Currently, the process differs depending on the proposer of the TCDD action.
- Addition of a “TCDD Proposal Requirements” section so that proposers know precisely what documents need to be submitted with their proposal.
- Changing the Special Review Committee (SRC) from mandatory to optional.
- Creating clear steps in the “Divisional Review Process” section so that both the Senate and proposer have a clear understanding of the trajectory of the proposal.
- Highlighting exceptions to the Divisional TCDD process that require systemwide review, per the Compendium.
- Simplifying the TCDD process so that Graduate Council reviews graduate proposals and the Committee on Educational Policy reviews undergraduate proposals. Currently, the Committee on Educational Policy reviews both undergraduate and graduate proposals.

Altogether, these changes clarify the process for TCDD actions, remove outdated and unnecessary steps, and allow Appendix 7 to be easier to read and follow, all while maintaining the spirit of shared governance by ensuring that all affected entities continue to be consulted. Effective upon approval.

Please see the attached Appendix 7 flow chart.

Approved by Executive Council on:

Reviewed by the Graduate Council:

Reviewed by the Committee on Educational Policy:

Reviewed by the Committee on Planning & Budget:

Reviewed by the Committee on Academic Personnel:

Reviewed by the Committee on Courses:

Reviewed by the Committee on Committees:

Reviewed by the CHASS Executive Committee:

Reviewed by the CNAS Executive Committee:

Reviewed by the BCoE Executive Committee:

Reviewed by the BUS Executive Committee:

Reviewed by the SoE Executive Committee:

Reviewed by the SoM Executive Committee:

Reviewed by the SPP Executive Committee:

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

Received by Executive Council:

APPENDIX 7 WORKFLOW

