




June 8, 2020

To: Dylan Rodríguez, Chair
Riverside Division

From: Randolph C. Head, Chair 
Committee on Courses

Re: Proposal to Establish a Division of Undergraduate Education

The Committee on Courses reviewed the proposal to establish a Division of Undergraduate Education at their June 4, 2020 meeting and are generally supportive of the proposal.

The Committee does recommend that the College and School Faculty Executive Committees review the proposal as the proposal will affect all colleges and schools with undergraduate academic programs.

When and if the proposal is approved, the Committee recommends that a sufficient lead time between the approval and implementation be established to allow for the Registrar to make adjustments in Banner, the Course Request System (CRS), and other systems that will require significant work by ITS. Additionally, consideration needs to be made to the changes that this approval will require in the Academic Catalog.

Lastly, the Committee recommends that the proposal be revised to include the proposed new subject codes for courses in the proposed Division and the definition of the routing of the courses for approval. This applies both to existing subject codes (UCDC), and proposed new subject codes for the University Writing Program and other programs.