

## Committee on Educational Policy

### University of California Santa Cruz Extension and Committee on Educational Policy Memorandum of Understanding

The purpose of this MOU is to define and outline the relationship and work processes between UCSC Extension (UNEX) and UCSC Committee on Educational Policy (CEP).

For communication between UNEX and CEP, the following guidelines are established:

- In cases when UNEX sends items to CEP, point of contact in CEP shall be the CEP Analyst (cep@ucsc.edu).
  - In the events that communication to be forwarded to specific academic units, CEP Analyst will identify the contact in question, i.e., department chair
- In cases when CEP requires response from UNEX, the default point of contact at UNEX shall be the chair of the UNEX Academic Task Force (currently Carl Rand) UNEX may designate someone else as the contact for a specific certificate program proposal (new or renewal).

UNEX shall have oversight of a number of processes. These include:

- Approval of instructors and Program Chairs for courses in certificate programs between renewals
  - Instructors need to submit CV/Resume, three letters of recommendation, and letter of interest as a packet for application to open positions.
    - Packet processed by UNEX Academic Services, UNEX Dean as final review.
  - UNEX should prioritize instructors with advanced degrees and employment history in the area they propose to teach
  - Should instructor candidates lack an advanced degree, or sufficient experience, the Dean of UNEX may authorize exceptions, and the evaluative comments of the instructor should be reviewed before rehire
  - Instructors previously approved for a course may be added as an instructor to new courses in a related field per the discretion of the Dean and their designate(s)
  - As a part of regularly scheduled 5 year program renewals, all instructors approved to teach will be named in the program summary. Separate instructor renewals are unnecessary as all new instructors will be reviewed at the next program renewal.
- Approval of stand alone courses (courses not a part of any certificate program and not designated as X or XSC courses<sup>1</sup>)
- Approval of elective courses in previously approved programs
  - Per UNEX/CEP meeting on 10/11/18, CEP not intended to be a course approval entity - purpose is to approve programs
- Changes to approved courses
  - In general, CEP will not require oversight/approval of changes that are minor in scope, e.g. title change, unit change (providing unit requirements at the program level remain consistent), changing courses from elective to required (providing total required units of the program remain consistent), content changes totaling less than 25% of total content

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<sup>1</sup> Courses that are coded as X or XSC courses fall under the purview of the relevant main campus department and the Committee on Courses of Instruction (CCI). The relevant point of contact for such cases is the CCI analyst (cci@ucsc.edu)

- All changes to courses/programs should be tracked and submitted during 5 year review cycle to CEP

CEP requires submissions for new proposals of certificate bearing programs

- When UNEX directors seek to launch new certificate programs, they will contact CEP analyst to be connected with the matching academic department on main campus
- Campus academic office will stipulate what documentation proposal will require for review and approval.
- After the campus department gives approval, submission will go before CEP for final authorization
- For third party curriculum proposals, UNEX Dean will submit letter to CEP Chair and Analyst providing evidence that the programs offered by the third party and the instructors teaching these programs are generally comparable to UNEX. If approved, CEP will certify the third party content. Thereafter, any specific certificate program will be approved following the steps above. detailing how the proposed program aligns with previously approved content

CEP expects regular review of all approved certificate programs

- Programs to be submitted for review every 5 years
- Review includes list of any changes to courses, list of instructor changes in any courses (with cv's of any instructors not previously approved for the program), and brief summary of program performance
- CEP to monitor timeline of review submissions and ensure reviews occur on schedule

This MOU is subject to the policy about the role of Senate committees and academic departments in UNEX programs (enclosed herein), which is based on systemwide Senate regulations and the Standing Orders of the Regents of the University of California. It may be amended by CEP after consultation with UNEX.

Approved by the Committee on Educational Policy on December 6, 2018 and amended on October 9, 2019.