Role of Senate committees and academic departments in UNEX programs

Regents’ Standing Order 105.2.b states that “the Senate shall have no authority… over non-degree courses in the University Extension.” This means that stand-alone X300 and X400 courses offered by UNEX do not need to be reviewed by any Senate agency, whether it is a standing committee or an academic department on campus. This is consistent with current UNEX practice.

However, Regents’ Standing Order 105.2.a gives the Senate authority over certificate programs. The Academic Senate has established that when a certificate program is approved, the courses and their instructors are also reviewed and approved by the appropriate academic department on campus following policies established by Senate committees. Thus systemwide Senate regulation SR 811 states that Curricula offered by University Extension that lead to professional credentials or certificates shall be approved by the Dean of Extension and by the department or school or college concerned in accordance with general policies established by the Committee on Courses of Instruction of the Division of the Academic Senate on the campus where each of the courses will receive departmental approval.

Systemwide Senate regulation SR 792 states that University of California Extension courses yielding credit toward an academic degree or professional credential or certificate shall be approved according to the following procedures… “X300” and “X400” courses shall be approved by the Dean of the University Extension (or his authorized representative) and by the department and school (or college) concerned, in accordance with general policies established by the Committee on Courses of Instruction of the Division of the Academic Senate on the campus where each of the courses will receive departmental approval.

And systemwide Senate regulation SR 800.A states that All members of the University Extension staff who offer courses that are announced as yielding credit toward an academic degree or a professional credential or certificate shall be members of University departments in which instruction is offered, or… in the case of "X300" and "X400" series graduate professional courses, must be approved (1) by the department or school or college and (2) in accordance with requirements established by the Committee on Courses of Instruction of the Division of the Academic Senate on the campus where the courses received departmental approval.

Thus X300 and X400 courses do not need approval from a Senate committee or academic department, but when they are to be part of a certificate program, these courses and their instructors have to be approved by the appropriate academic department along with the approval of the certificate program.

As per SR 792, all lower division, X100 and XSC100 series upper division, and X200 and XSC200 series graduate courses shall be approved by the Dean of University Extension and the department concerned, and then submitted for approval to the appropriate Senate committee.
Procedures to be followed for UNEX professional certificate programs, and their courses and instructors

1. UNEX is encouraged to contact the relevant academic department on the main campus when the certificate program is being developed, so that the formal approval process is efficient. When it is not clear which academic department should approve the certificate program, the Committee on Educational Policy (CEP) should be asked by UNEX to decide this.

2. When the certificate program has been finalized by UNEX and approved by the Dean of Extension (or their representative), the complete packet will be sent to the relevant academic department on the main campus for final approval. This will include descriptions of all the courses in the certificate program (with week by week topics, and the name of the textbook or reference to any other reading materials) and a listing of the qualifications of each instructor who will teach these courses.

3. When reviewing the program, courses, and instructors, departments should verify that the program offers specific knowledge in an area of professional expertise, is thematically coherent, and provides structured progress toward the intended expertise. The department should also verify that the courses are appropriately difficult for the upper-division or graduate level numeric code, and that the proposed instructors appear qualified to teach the courses.

4. Departments may request additional information from UNEX if they feel it is necessary.

5. After departmental approval, the complete packet will be sent to CEP for final approval. Each approval is good for five years, at which time CEP will request a new review.

6. As per SR 792, complete approval of these X300 and X400 courses must be obtained before any public announcement can be made. Since the role of the Academic Senate in X300 and X400 courses is limited to when they are part of a certificate program, this means that any public announcement that these courses form part of a certificate program (and any public announcement of the certificate program itself) must come after final approval of the certificate program.

7. These procedures may be amended by CEP.

Procedures to be followed for all other UNEX courses

1. All lower division or “100” series upper division courses with prefixes X or XSC will be approved by the Dean of University Extension (or their representative), then the relevant academic department on the main campus, and then the Committee of Courses of Instruction of the Academic Senate (CCI). The CCI approval process is the same as for courses sponsored by academic departments, colleges, and programs on the main campus. The relevant forms are available at the Registrar’s site. Any questions should be directed to the CCI analyst in the Academic Senate Office.
2. All “200” series graduate courses with prefixes X or XSC will be approved by the Dean of University Extension (or their representative), then the relevant academic department on the main campus, and then the Graduate Council of the Academic Senate (GC). The GC approval process is the same as for courses sponsored by academic departments, colleges, and programs on the main campus. The relevant forms are available at the Registrar’s site. Any questions should be directed to the GC analyst in the Academic Senate Office.

3. As per SR 792, these courses may not be announced publicly before final approval by CCI/GC has been obtained.

4. These procedures may be amended by CCI or GC, as appropriate.