

June 16, 2005

DEANS  
DEPARTMENT CHAIRS  
PROVOSTS  
ACADEMIC PRECEPTORS  
INDIVIDUAL MAJOR SPONSORS

Re: Individual Majors and Student-directed Seminars

Dear Colleagues,

The Committee on Educational Policy has performed an extensive review of individual majors and student-directed seminars as part of its continual focus on the quality of undergraduate education at UCSC.

In the review of existing individual majors, CEP found variation in the intellectual merits and cohesiveness of the study plans. In an effort to ensure that all majors have the high quality expected of a University of California Bachelor's degree, we have modified the procedure and developed the attached new guidelines for approval of Individual Majors. The guidelines are effective fall 2005 and apply to all proposals submitted after the Spring 2005 quarter. In progress individual majors will be required to have the annual meeting and file the status report. The primary changes include:

- The committee chair for an individual major must be a member of the Academic Senate.
- The proposal for an independent major must be structured to answer a series of questions concerning the major and the reasons for the Majors development.
- Required annual meeting and status report (to be filed with the College).
- Final approval for an Individual Majors rests with the Committee on Educational Policy, pursuant to Divisional Bylaw 13.17.4. CEP may consult with related department chairs in the process of evaluating these majors.

In reviewing student-directed seminar proposals, CEP also saw variations in the level of preparation for the course and the quality of the proposal, and revised the documentation checklist as well as instituted a required background check for student leaders. The new procedure is effective for all proposals for student-directed seminars submitted to CEP after the spring 2005 quarter. Student-directed seminar leaders already approved for 2005-06 will be required to take Title IX training. The primary changes include

- Title IX training for all student-directed seminar leaders.
- An academic and disciplinary record check for the student.
- A more structured request for supporting documentation.
- A faculty supervision plan.

Please do not hesitate to contact us if you have any questions or comments on these procedures.

Sincerely,

Richard Hughey, Chair  
Committee on Educational Policy

cc: Vice Provost/Dean of Undergraduate Education Ladusaw  
Title IX Officer Walker