Committee on Educational Policy
UCSC Extension Professional Program Approval

Regionally, UCSC Extension is one of the most visible aspects of our campus and its academic mission. As an academic program of the University of California, the Academic Senate places responsibility for course review with the relevant campus departments, divisions, or schools, according to policies established by CEP.

Professional Credit (X300 X400) Course Development and Approval Process
- New or revised courses will be approved by Extension certificate advisory committee
  Documentation for new or revised courses will include:
  - Description of course
  - Summary course outline
  - Educational objectives
  - Outcome measures (projects or exams)
  - Other outside work (if applicable)
  - Bibliography (if applicable)
- Extension Dean approves course, consults with campus academic department for final approval, then CEP approves

Professional Certificate Program Approval Process
After Approval Certificate is reviewed and reapproved every 5-Years
- Certificate programs are designed by Extension staff and Certificate Advisory Committee, comprised of extension instructors in the discipline, outside adviser(s) and one UCSC faculty member from a department in the discipline or area

- Materials to support the approval/review of an Extension certificate will include:
  - General description and justification of the certificate and the curriculum
  - Description of each required and elective course in the certificate
- All courses in the Certificate program carry professional credit and have been previously approved
- Some certificate programs may also align with guidelines of professional associations (e.g., Project Management Institute or Certified Financial Planner Board of Standards)

Approval Process for Instructors of Professional Credit (X300/X400) Courses
- Instructors are recruited and selected by Extension academic department directors
- Course and Instructor approval packet includes: marketing copy for course; instructor application; instructor CV, 2-3 letters of reference; list of previously taught courses (if applicable). Other materials provided upon request.
- Instructor approval may be sought for
  - A specific course
  - A sub-area of instruction, as reflected by a small group of closely related courses
  - A general area of instruction (advanced degree expected)
• Extension, in consultation with CEP and academic department chairs, as needed, will
develop guidelines for instructor qualifications for each department and/or major
program at Extension
• Extension Dean approves X300 and X400 course instructors who meet established
guidelines
• Extension Dean forwards to academic department for approval those instructors who
do not meet guidelines, but who may have a suitable combination of education and
experience
• Extension will conduct a written evaluation summary of each instructor after the first
offering of a course and every two years thereafter.
• For campus academic departments who wish to review Extension instructors for
inclusion in their lecturer pools, Extension will forward CVs of new instructors to the
relevant department chair

X1-99 Courses:
• CEP approves course for undergraduate credit
• Sponsoring department determines the course number
• Senate Regulations: 790, 792, 800A
• UCSC students receive transfer credit for the course

XSC Courses:
Oversight:
Principle oversight for XSC courses rests with the relevant academic department

Academic Department Responsibilities
Department chairs, in consultation with their faculty, determine and oversee the
following:
• Course selection
• Curriculum (existing approved curriculum)
• Instructor selection
• Course and instructor evaluation (including mid-course evaluation, if appropriate)

Committee on Educational Policy Responsibilities:
• Endorsement of instructors who are not regular faculty members in the relevant
academic department (e.g., adjuncts and graduate students).
• Per Senate Manual, Part III Chapter 5, Article 1 section 790 and Article 2, section
800.

Administrative Support Services Provided by UCSC Extension
• Advising departments on courses likely to meet self-support requirement
• Announcing course offerings
• Enrolling students and providing logistical information
• Providing classroom space in Silicon Valley facilities
• Contracting with and paying instructor identified by department
• Ensuring course evaluations are conducted according to departmental procedures
• Maintaining student records for XSC courses
• Working with the campus registrar on matters of articulation
Reporting

- Annually, the Extension Dean will provide to each program
  - Listing of XSC, X300, and X400 courses taught, including title, enrollments, instructor, instructor’s highest degree, and numeric evaluation of the course.
  - Listing of certificates approved by the program, year of next review, and number of each certificate awarded.
  - Discussion of trends and initiatives within that discipline.
- Annually in Fall, the Extension Dean will provide to CEP an overview of Extension programs, audience, and mission.
- Annually, the Extension Dean will provide to CEP
  - Summary by area of number of courses (of all types), enrollments, and solvency, and trends and initiatives within the area.
  - Listing of all certificates, review timeline for each certificate, and number of each type of certificate awarded.
  - Ideas for further refinement and improvement of the approval process
  - Other trends, initiatives, and issues within Extension.