

General Overview of the Academic Approval Process for UCLA Extension Information for Department Chairs and Other Course and Instructor Approvers

UCLA Extension is committed to providing a quality educational experience for its students comparable to other UCLA courses and programs. To that end, we seek to work in partnership with academic units so that we can ensure the desired levels of quality. Most UCLA Extension courses yield academic credit and, per policy, Extension cannot promote a credit-bearing course without academic approval. Faculty review and approval of these courses provide important validation and quality assurance. This document provides a foundation for the continued maintenance of strong partnerships and effective oversight of academic quality.

The Senate regulations governing the approval of Extension's instructors, courses and certificate programs can be found at:

<http://senate.universityofcalifornia.edu/bylaws-regulations/regulations/rpart3.html#rpart3-IIIch5>

What types of courses will I be approving?

What will I look for in these courses and the instructors who teach them?

Baccalaureate degree credit courses (X and XL 1-199)

University of California Academic Senate Regulations authorize UCLA Extension to offer undergraduate degree credit courses that are deemed equivalent to courses offered in the regular UCLA session. Credit earned is transferrable to all baccalaureate degree programs in the UC system. Exams are always proctored, whether the course is offered in a traditional or online format.

These courses allow non-matriculated students to obtain degree transferable unit and subject matter credit to further their academic or professional goals. UCLA students may also enroll and apply credit from these courses prior to matriculation and between regular sessions.

When reviewing a proposed course at this level, look to the syllabus for *equivalence in learning outcome* with its counterpart in the regular session curriculum. It is essential that Extension courses be the same as those offered on campus.

The department responsible for the subject area at UCLA and the *Undergraduate Council* review instructors proposed by Extension to teach. Extension proposes instructors we believe are well-qualified to teach, typically with credentials you would consider for a lecturer or adjunct faculty member. In the lower division, graduate students can practice their craft with UCLA department approval. In the upper division, only instructors with terminal degrees in their field are proposed. Postdoctoral scholars and faculty from other institutions may be engaged to teach these courses. *UCLA faculty are welcome to teach their own courses without further approval.*

When reviewing a proposed instructor at this level, consider the *curriculum vitae* and letters of recommendation. Only those instructors endorsed by the campus department will be subsequently submitted for further review by the *Undergraduate Council*. Approvals by the council expire after five years. For *renewals*, we employ course and instructor evaluation scores and comments, not letters of recommendation.

Professional credit courses (X 300-399 and X 400-499)

UCLA Extension is authorized in Senate Regulations to offer courses at the 400-499 level for professional practice, and 300-399 for the practice of teaching. The bulk of UCLA Extension courses fall into this category. You can expect to see course proposals and syllabi that are academically rigorous, with high-level learning outcomes defined, with both traditional and experimental delivery formats in this category. As you might expect, the content of these courses is more specialized and focused than a typical undergraduate degree-credit course.

Instructors proposed to teach professional credit courses typically have qualifications similar to those of adjunct faculty. Though we seek instructors with terminal degrees, a balance of professional experience and teaching experience combined with a masters-level degree can define a satisfactory background. On occasion—particularly in some business disciplines, writing, and art—those with a bachelor’s degree combined with *extraordinary professional achievement* and teaching experience will be proposed. Instructors are approved to teach courses in the professional series *course by course*. Approvals to teach in the professional series do not expire, but our *Continuing Educators* will only extend appointments if direct observation and students’ evaluations show continuing measurable success in the classroom.

Non-credit courses (700-999)—No approval needed for the courses or instructors

These courses bear no academic credit. The Regents have directly authorized the Extension divisions to administer non-credit personal enrichment courses. A small proportion of UCLA Extension classes fall into this category. Although exempt from academic approval, it has long been our practice at UCLA to respect faculty interests in the overall reputation of the University. We therefore will forward *advisory notices* of any new non-credit courses in advance of our catalog’s publication. We welcome your comments and feedback.

How does the approval process work?

Instructor approvals

In most cases, you will be asked to review instructor credentials in the context of courses that are already approved. In some cases, you will be asked to review both the merits of the instructor's credentials *and* the structure and objectives of a newly proposed course. In either case, you will receive a dossier, by mail or email, containing:

- The instructor's **CV**.
- The **titles** and **course descriptions** (as they would appear in catalog) for all courses for which instructor approval is sought.
- The **course syllabus** for each course for which an instructor approval is sought.
- A minimum of **three letters of reference** from persons familiar with the academic background of the instructor-candidate, and their assessment of the candidates' qualifications for teaching in the proposed field of specialization. (If for a *renewal* of approval to teach a course numbered 1-199, or for an approval of an *already approved* instructor of a 300 – 499 course to teach a new 300 – 499 course, cumulative scores and reports of instructor and course evaluations will be provided in lieu of letters of reference.)
- For courses in the X/XL 1-199 range, the instructor's **Statement of Pedagogy** will be included

New course approvals

Extension will sometimes seek approval for a new course *in the professional series* that is unrelated to an instructor approval. This will occur when our Continuing Educators have authored a new course to round out a proposed certificate curriculum (see below), before it is offered for the first time and before the recruitment for an instructor has been made.

In these cases, you will receive a dossier by mail or email containing:

- The **title** and **course description** of the course.
- A sample **course syllabus**

Certificate program approvals and reviews

Certificate programs are curricular sequences designed to support the high-level training needs of various entertainment, service and manufacturing industries, particularly those important to the local economy. UCLA Extension currently supports more than 140 different programs which lead to certificate award and in some cases licensure for professional practice in California. New certificate program proposals are subject to decanal-level approval and the review of UCLA academic chairs and other agencies. Proposals will explain the rationale for the program, present a market survey and needs assessment, define the curriculum, declare rules for the minimum requirements for completion, and describe the formation of an *advisory board*. Advisory boards draw on content experts and distinguished professionals in the field to help develop the curriculum and to provide oversight after program launch. Extension's goal is to have faculty participation on certificate

advisory boards. We may be contacting you for recommendations of potential advisory board members.

Certificate programs are subject to rigorous review every five years. These five year reviews and the continuous work of the advisory boards give rise to recommendations for curricular changes. If there are any changes to the listing of required courses, admission rules and standards, or to program duration and minimum unit valuations for completion, you will receive an advisory notice. UNEX welcomes your comments and feedback.

Is there a way to streamline this process to reduce my paperwork?

Yes. On January 22, 2008, the Senate *Committee on Continuing and Community Education (CCCE)*, without objection from the Graduate Council, approved a procedure by which UCLA's academic departments and schools could elect to delegate highly routine professional series (X 300 – 499) instructor approvals to the Dean of Extension. If you elect such a delegation, we would observe the following conditions:

- the proposed instructor has a PhD, (or other terminal professional degree such as EdD in Education, JD in Law, or MFA in Art) in the discipline relevant to the course being taught *plus* a minimum of **two years** of professional experience in the field; or,
- the proposed instructor has an MA/MS in a discipline relevant to the course being taught plus a minimum of **five years** of distinguished professional experience in the discipline; or,
- the proposed instructor possesses other appropriate relevant qualifications *as defined by the related School or academic department*; and
- for courses numbered in the 300 series only, the proposed instructor has BA/BS and a teaching credential plus a minimum of **five years** of teaching experience at a level relevant to the course being taught
- The campus department may request an audit for compliance with these standards for instructor approval at any time.
- Delegations expire and are subject to renewal at five years.

To learn if your department has a delegation in place, to request an audit, to approve a new delegation for instructors proposed to teach in the professional series, or to elect to **not receive** advisory notices for new non-credit courses numbered 700-999 (see page 2 of this document for more information), contact Mark Sung at Extension's Office of the Dean by email at msung@unex.ucla.edu. Also, call him at x57709 or email him if you would like to know the name of the continuing educator for your subject area. He will be happy to arrange an introduction.

Final Note

UCLA Extension strives to work closely with our academic partners. If you have suggestions regarding how the processes outlined above can be strengthened or how we can enhance the relationship between academic units and Extension, please contact the Dean at wsmutz@unex.ucla.edu.