PROPOSALS TO THE L&S EXECUTIVE COMMITTEE

Departments often submit proposals to the Executive Committee (EC) for the following reasons:

- adding or deleting requirements for a major or minor program
- increasing or reducing the number of required classes for a program
- creating a new major or minor program
- renaming an existing major or minor program
- changing the major honors program

When submitting a proposal, departments must include the following:

- a cover letter addressed to the EC Chair describing the changes as well as an academic rationale. The rationale should be sent to the EC Analyst.
- a list of all requirements to complete the major or minor program

Depending on the request, the proposal may also need:

- a more elaborate discussion about the nature of the curricular revisions
- information about student enrollment/demand for the program
- enrollment data for courses
- faculty vote from within the department if applicable
- a comparison of the old and new major requirements (for example: “Current list of requirements” and “Proposed list of requirements”)
- any relevant statistical/quantitative data that might help justify the proposed change(s)
- any new or altered course descriptions for major or minor requirements, taking into account any capacity issues or impact on enrollments in courses from other departments
- the status of any new or altered course that has been submitted to COCI for approval
- a timeline for advertising the changes in publications (departmental web site or handbook, the Berkeley Bulletin, etc)
- an explanation of how students may be impacted by the change. For example, are the lower division prerequisites widely available at California Community colleges? Will this change delay declaration or graduation?

Proposals are due to the committee analyst, Dawn Strough (dstrough@berkeley.edu), two weeks before the next committee meeting. Please note, holidays may change the due date for committee review. Be sure to check with Dawn Strough if there is a question or concern about meeting the deadline.

If you have any questions, or wish to consult someone before submitting a proposal, please contact the EC Analyst, Dawn Strough, at dstrough@berkeley.edu or 3-9005