

Guidelines for Submitting Proposals to the L&S Executive Committee

Introduction

The L&S Executive Committee (EC) is charged with “the general oversight of the welfare of the students of the College” and serves as the Committee on Educational Policy for the College. In the fulfillment of that broad charge, the EC has a number of authorities including the requirements for departmental, group and field major and minor programs, including prerequisites and limitations on programs, and alternative electives. All proposals for changes to majors and minors, as well as new major and minor programs, must be submitted to the EC for approval before publication and before they become effective.

Criteria and Format for Proposal Submission

- **Proposals for establishing, renaming, or discontinuing a Major Program:**

Consult the Office of Planning and Analysis’ (OPA) Review Process Guide (<http://opa.berkeley.edu/academic-programs>).

- **Proposals for establishing a new Minor Program:**

Consult the College of Letters and Science Bylaws and Regulations (Regulation 140) for the minimum criteria required for L&S minors, and the OPA Review Process Guide for guidelines on the proposal content and review process for new minors.

- **Proposals for modifications of Majors and Minors**

The following are examples of changes requiring Executive Committee review:

- Adding or deleting requirements for a major or minor program.
- Increasing or reducing the number of required courses for a program.
- Changes to the pre-requisite requirements for declaring a major.

Content and Format of Proposals

The content of a proposal for changes to a major or minor program should include:

- A cover letter addressed to the EC Chair describing the changes as well as an academic rationale for the modifications to the major or minor program.
- If the relevant chair/s, director/s, and dean/s are not submitting the proposal, a brief statement of support (email is acceptable) from the chair/s, director/s, and dean/s is required. Please be sure to notify the respective parties in advance of submitting the proposal to allow time for them to respond.
- A visual comparison of the old and new requirements (for example: “Current list of requirements” and “Proposed list of requirements”).
- Any additional information that could provide further context for the proposed changes including:
 - Any relevant statistical/quantitative data that might help justify the proposed change(s).
 - Any new or altered course descriptions for major or minor requirements, considering 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.
 - 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?

Deadline to Submit Proposals

Proposals are due to the Executive Committee Analyst, Khia Brunelle (kbrunelle@berkeley.edu), **two weeks before the next committee meeting**. Please see the L&S Executive Committee webpage (<http://ls.berkeley.edu/aboutcollege/college-leadership/l-s-executive-committee>) for submission deadlines. For any questions, or consultation prior to submitting a proposal, please contact Khia Brunelle, kbrunelle@berkeley.edu or 3-9005.