

**MAJOR REQUIREMENTS (UCOP NUMBER 8)
PROJECT CHARTER**

Name:	Major Requirements (UCOP Number 8)
Responsible and Accountable Officers:	Aimée Dorr, Provost and Executive Vice President, Academic Affairs Pamela Brown, Vice President, Institutional Research and Academic Planning
UCOP Point Person:	Aimée Dorr, Provost and Executive Vice President

Project Goals: All undergraduate campuses will undertake a comprehensive review of the courses necessary in 75 percent of majors and complete this review by July 1, 2017. The initiative, modeled after UCLA’s Challenge 45, has the goal of reviewing the number of courses and reducing those requirements to no more than 45 quarter-equivalent units where possible by eliminating any unnecessary requirements for completion of the major.

Clarifications: The goal is no more than one year (45 quarter-equivalent units) of required upper-division major courses. Major courses will be identified by course number. Because UCLA’s Challenge 45 work was, with just one exception, focused on majors in the College of Letters and Science, UCLA will address the remaining 17 majors that fall in the top 75% and are in the schools of engineering, arts & architecture, nursing, and theater, film and television. Curricular review of majors by all campuses will include a summary of current upper division unit requirements and changes after review.

Materials Provided: Two items have been posted to the SharePoint site since the end of July: (1) an Excel file with all UG degree majors rank ordered for each campus by the number of graduates between 2011-12 and 2013-14 and an indication of the top 75% and (2) a briefing about the curriculum review that UCLA did and UCSD has been doing and information relevant to what campuses will need to do for this project. Other items will be posted when identified.

Responsible and Accountable Officer (RAO): Senior official responsible for ensuring project milestones and goals are received.

UCOP Point Person: UCOP official selected by RAO and responsible for supporting campus point people to achieve project goals. UCOP point person will provide background information on the project, share initial and develop final detailed work plan that includes key deliverables leading to project goal, and provide project updates and final report to RAO.

Cross-Campus Team: The Chancellor and Executive Vice Chancellor/Provost are the RAOs for their campus. They have designated the campus point people to manage local implementation of each programmatic element. Cross-campus team will meet on a regular basis and be supported by the UCOP point person. Cross-campus team produces and coordinates work at each location to ensure achievement of the project goals. Cross-campus team members and UCOP RAOs and point person(s) are listed on the back.

Project Milestones:

Note: UCEP (University Committee on Educational Policy) has volunteered to help coordinate this effort and to provide guidance and best practices. It MAY also facilitate the resolution of different outcomes for similar majors on different campuses.

- July 13, 2015: Chancellor/EVCP identifies campus point person
- July 20, 2015: RAO identifies UCOP point person
- July 31, 2015: Provost sends Chancellors and EVCPs summary workplan and list of campus point people for all programmatic items
- September 28, 2015: Project kick-off meeting; because of similarity of point persons, an all-day in-person meeting will be held for four projects: kick-off meetings for major requirements, identifying at-risk students, and advising students and second meeting for three-year pathways to the bachelor’s degree
- October 2015: UCOP update at next Governor’s Office/DOF meeting
- November 2015: UCOP to convene point persons to assess campus progress and share strategies for making progress; may combine with other cross-campus project teams
- Late January 2015: Quickie meeting to gauge progress
- March 1, 2016: Campus report on progress (majors that met criteria when project started, majors that have been reviewed and changed (**goal of 30%**), majors being worked on).
- April 2016: UCOP update at next Governor’s Office/DOF meeting
- July 2016: Campuses report progress on achieving goal of **60%** of majors completed.
- August 2016: Campuses work on representation and dissemination of approved changes.
- November 2016: Campus report on achieving goal of **75%** of majors completed. UCOP point persons and/or RAOs follow up with any campuses that have not met deadline.
- December 2016: UCOP update at next Governor’s Office/DOF meeting
- February 2017: Campuses continue to develop materials for distribution, create campus website to disseminate content, and target advisors
- April 2017: Campus materials are complete and in use
- July 1, 2017: Review completed (75% of majors reviewed, changes approved, changes implemented in websites, advising, etc.)
- September 2017: UCOP submits final report

Appendix A – Cross-Campus Team Members

	Campus Point	Contact Info	Assistant	Contact Info
UCB	Catherine Koshland	vcue@berkeley.edu	Michele Kamentzky	Michka1@berkeley.edu
UCD	Carolyn Thomas	ccthomas@ucdavis.edu	Angelina Pasley	apasley@ucdavis.edu
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UCSC	Richard Hughey	rph@ucsc.edu	Mary Barton	mbarton@ucsc.edu

Appendix B – UCOP Contacts

Responsible and Accountable Officer	Contact Info	Assistant	Contact Info
Aimée Dorr Pamela Brown	provost@ucop.edu pamela.brown@ucop.edu	Yvonne Perrelli Arthur Barker	yvonne.perrelli@ucop.edu arthur.barker@ucop.edu
UCOP Point Person Aimée Dorr	provost@ucop.edu	Yvonne Perrelli	yvonne.perrelli@ucop.edu

Appendix C – Tentative Meeting (in person, telephone, or video) Schedule 2015-2016

2015	Date	Purpose
Meeting 1	Week of September 28	Kick-Off
Meeting 2	Week of November 16	Update progress/share strategies
2016		
Meeting 3	Week of January 25	Update progress/share strategies
Meeting 4	Week of March 14	Progress to first goal (30%)
Meeting 5	Week of May 16	Update progress/share strategies
Meeting 6	Week of August 15	Progress to second goal (60%)
Meeting 7	Week of October 17	Update progress/share strategies
Meeting 8	Week of November 14	Progress to final goal (75%)
2017		
Meeting 9	Week of January 16	Discussion on outreach plan
Meeting 10	Week of February 13	Progress outreach plan
Meeting 11	Week of April 17	Update on campus material development and dissemination
Meeting 12	Week of June 19	Final meeting on curriculum project