UNLV UNDERGRADUATE INTERDISCIPLINARY PROGRAM (UIDP) GUIDELINES

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DEFINITION OF UNDERGRADUATE INTERDISCIPLINARY PROGRAMS

Interdisciplinary Programs (IDPs) are a new and increasingly important part of education at the University of Nevada, Las Vegas (UNLV) and a thriving part of undergraduate and graduate communities in most Top Tier institutions of higher education across the nation. They are also consistent with federal agency funding priorities to support and help to develop and strengthen multidisciplinary, interdisciplinary, and transdisciplinary research teams.

Undergraduate Interdisciplinary Programs (UIDPs) are undergraduate programs that cross schools and/or colleges with participating faculty from multiple disciplines.

At UNLV, UIDPs that cross colleges or schools will be structured as per the guidelines below; Interdisciplinary degrees, certificates, or minors that cross departments within a single school or college are encouraged to use this model, but are not required to do so.

- A interdisciplinary degree program, minor, or certificate with 30% or more of its curriculum (excluding general education) from one or more other colleges/schools is considered a UIDP and is required to follow the procedures outlined in this document.
- A interdisciplinary degree program, minor, or certificate with between 20% and 30% of its curriculum (excluding general education) from one or more other colleges/schools may be considered a UIDP and is required to meet with the Vice Provost for Undergraduate Education (VPUE) to determine if it should be required to follow the procedures outlined in this document.
- A interdisciplinary degree program with less than 20% of its curriculum (excluding general education) from one or more other colleges/schools can be considered a UIDP. It may follow the procedures outlined in this document, but is not required to do so.

Characteristics of UIDPs include, but are not limited to, the following:

- UIDPs manage and deliver outstanding undergraduate programs that transcend any one disciplinary approach or perspective.
- UIDPs can encompass any level of undergraduate program, including but not limited to majors, minors, certificate programs, or microcredentials.
- UIDPs structurally reside in the office of the VPUE .
- Faculty in an UIDP are drawn from and physically remain in their home units, departments, or university offices.
- Each UIDP has its own affiliated faculty, program director, and an executive committee who collectively manage the program.
- Each UIDP program is governed by a committee of faculty from participating colleges (the executive committee) with oversight from deans of each school or college, led by the VPUE (governing board).

Faculty join the UIDP to manage and deliver an interdisciplinary or transdisciplinary degree, teach courses, and mentor undergraduate students within that program.
There are no formal tenure-track lines in UIDPs.
UIDPs may, but are not required to be affiliated with official UNLV centers or institutes.
UIDPs are not academic departments.

PROGRAM STRUCTURE AND ADMINISTRATIVE FUNCTIONS

Overview

UIDPs are structurally housed in (i.e. assigned to in MyUNLV, UNLV Analytics, etc.) and affiliated with the Office of the VPUE, but their physical space (faculty offices, conference rooms, and student offices) will typically be in participating faculty departments/schools.
Administrative support and functions are provided by the participating academic departments/schools or by the UIDP.

- Eventually, UNLV should support an IDP office run by a faculty member or assistant/associate dean and a business manager/administrative assistant. Together, they will coordinate the creation and administration of IDPs and provide support to these programs.

Each UIDP must have a governing board, chaired by VPUE (or designee), the deans of all participating program colleges, and a program director. The governing board is responsible for oversight of the UIDP.
The UIDP program director generally administers the UIDP.

- UIDP bylaws set out the scope
  term, their responsibilities, and the process and procedures for selecting them.
- UIDP program directors manage the program and serve as the undergraduate coordinator. However, UIDPs with more than 25 students may consider designating an undergraduate coordinator to support the program director and be the direct contact and program 2 Tf 28 q 0 0 612(t an)-17 30 612 7at ate ogram 1 an atet 30

The UIDP will provide a multi-year class schedule and course offerings in a timely manner to meet the degree requirements established for the program and is expected to work with advi
deviations from the multi-year class schedule
The UIDP will have a strategic plan that addresses Retention, Progression, and Completion (RPC) goals, strategies, and program outcomes, as well as assessment and program metrics.
The UIDP must undergo standard program review processes.
All participating faculty members must hold status at a level commensurate with their UIDP responsibilities.
Graduation counts for a UIDP will be decided upon in advance and formalized in the UIDP MOU.
Advising duties for a UIDP will be decided upon in advance and formalized in the UIDP MOU. Participating Deans
assume the primary advising duties, but advisors from all participating UIDP colleges should collaborate to facilitate the best possible advising experience for students. The VPUE will make the final decision on where students are advised, based on curricular alignment, staffing, and available resources.
As programs mature (within five years) and/or reach a critical number of students, UIDPs should consider establishing a community advisory board.

- A community advisory board is a collective of community members (the general public) and representatives from community organizations that meet regularly with representatives of the UIDP to provide community input, perspective, and assistance to the UIDP.

Considerations When Developing an UIDP

The following are shared responsibilities that will need to be discussed and negotiated between departments, colleges, and UIDPs:

Considering whether the program should be an undergraduate major, minor, certificate program, or microcredential
Considering the strength, efficacy, recency, relevance, and structure of the curriculum
New faculty hires or additional existing faculty, who might participate in the program
Participating in and increasing fundraising opportunities
Considering resource allocation, including administrative costs, teaching, student advising responsibilities, and research assistantships
Tenure and promotion processes that reflect faculty participation in UIDPs

committee shall be not more than 10 members in total and shall (a) establish the UIDP bylaws, including future executive committee membership and (b) launch the program by carrying out

Election of executive committee members, including the process and method of election and duration of term
Annual evaluation input on participating faculty that would be provided to the appropriate department chairs/college deans. These evaluations should be based upon the negotiated role statement and subsequent faculty time allocation to the UIDP.

Faculty meetings, including voting membership, quorum, presiding officer, agenda, minutes, and Class A actions
Undergraduate student recruitment, admissions, curriculum, student supervision, and completion of degree program requirements

Finances

Building an UIDP Budget (See Sample Budget in the Resources Section)
Allocation of funds to UIDP programs is determined by each respective UIDP governing board in collaboration with the office of the VPUE and the office of the Senior Vice Provost for Academic Affairs (SVPAA). The UIDP account for each program is managed by the program director in collaboration with the office of the SVPAA.

UIDPs, like any other undergraduate program, typically require funding to cover:

Operational costs (administrative and clerical support, program activities such as seminar/forum series and social events, office equipment and supplies, telecommunication costs, etc.)
Recruitment costs (advertising, etc.)
Instructional costs (part-time instructor salaries and fringe, class offerings, software, lab expenses, etc.)

2. students enroll in courses with the specific UIDP prefix, which may or may not be cross-listed with other academic units, and the WSCH accrues to the UIDP through the office of the VPUE.

Graduation
UIDP students can only count as graduates of a single participating UIDP college, and cannot be split between colleges. Participating Deans will decide on the college from which UIDP students will count as graduating. If the Deans are unable to agree on the college, UIDP students will

Resource Allocation
Institutional reports, such as Dynamic Resource Allocation Model (DRAM) reports, that reflect RPC data, WSCH, FTE, and degree completions, at the unit/department level will be created, so that UIDPs are fairly included in University resource allocation processes.

DESIGNING, DEVELOPING, AND PROPOSING NEW UIDPs

New Undergraduate UIDP Program Development Procedures

To establish a new interdisciplinary undergraduate program, a proposal must be prepared by the interested undergraduate faculty. The process follows the current new program procedure. For additional information, please see the Processes website.

There are three phases to the development of new UIDPs, prior to program implementation:

Phase 1inception stage
Phase 2pre-proposal stage
Phase 3full proposal stage

Each stage has multiple steps. All steps are described below.

Stage 1-The Inception Stage

This occurs prior to the creation of the pre-proposal and guarantees that all parties involved in the project are represented, aware of their responsibilities, and prepared to proceed to Stage 2: the pre-proposal stage. This is also the stage in which MOUs are created and signed.

Step 1: Faculty Due Diligence
Step 2: Initial Coordinating Meeting
Step 3: Founding Faculty Meeting

Step 6 Draft and sign MOUs: Office of the VPUE and participating deans draft an MOU stipulating all key points, including but not limited to:

advising commitments; participating Deans will make a recommendation on which

reserves the right to make the final decision on where UIDP students are advised, based on curricular alignment, staffing, and available resources.
if there is interest in seeking accreditation for the UIDP. If accreditation interest exists, the MOU must specify the division of and responsibility for all component of accreditation, including:

managing the accreditation process
covering accreditation-related costs

Step 2 Draft Bylaws: The lead faculty member and working founding group draft bylaws. Outline guidelines for unit credit (e.g, graduation numbers, enrollment, etc.). Send drafts and final copy to the VPUE and SVPAA.

Bylaws to specify composition of executive committee

Executive committee establishment of criteria, processes and procedures, per bylaws.

Classification of Instructional Program (CIP) codes are assigned to each undergraduate program and used in multiple ways that impact funding, federal reporting, and NSHE formula funding. It is important to consider each of the following when proposing a CIP code for new UIDP:

- NSHE formula funding calculations assign different weights to CIP codes from different clusters (e.g. science cluster CIP codes carry a weight of 2.0 for lower division undergraduate courses and a weight of 3.3 for upper division undergraduate courses, while the education cluster CIP codes carry a weight of 1.5 for lower division undergraduate courses and a weight of 2.2 for upper division undergraduate courses).

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UIDP IMPLEMENTATION PROCEDURES AFTER NSHE APPROVAL FOR NEW PROGRAMS

Deactivation of Interdisciplinary Undergraduate Programs

Refer to the_____ for information on the deactivation process for an undergraduate program. Please use the Undergraduate Program Deactivate or Undergraduate Program Elimination form in Curriculog.

UIDP ADMISSIONS, PROGRESSION, AND COMPLETION

Student Recruitment and Admissions

Part of establishing and maintaining a thriving UIDP is having a strategic recruitment plan and tactics to achieve recruitment, application, admission, and enrollment goals. The program

Undergraduate Admissions to establish and execute a recruitment plan.

UIDPs should provide an onboarding experience for new students that focuses specifically on the program (this is in addition to New Student Orientation). Onboarding events should be held each semester that the UIDP admits new students.

UIDP Progression and Completion

undergraduate coordinators should ensure that classes are scheduled in a manner that maximizes student progression and ensures timely completion of the degree program. If a

ability to complete the program on time will be affected, the program director must notify the VPUE and consider course substitutions for the affected students, as appropriate.

UIDP DEFINITIONS

Executive Committee (initial): This is the initial executive committee that establishes the UIDP. Members are approved by the governing board and consist of at least one undergraduate faculty member from each participating unit.

Executive Committee (permanent): The permanent executive committee is established after supports and advises the program director and establishes bylaws and policies that support the mission of the UIDP. Members must be undergraduate faculty from at least one of each of the departments/schools participating in the UIDP.

Governing Board: The board responsible for oversight of the UIDP, which is chaired by VPUE (or designee) and includes the deans of all participating program colleges, and the program director.

Host Unit: One of the participating academic departments with one or more faculty members participating in the UIDP. This is the home department or school of the UIDP program director.

UIDP: Interdisciplinary undergraduate programs that cross schools and/or colleges with participating faculty from multiple disciplines.

Instructional Faculty: Tangential participants in the UIDP who may teach UIDP classes that are taught under a department (not the UIDP) prefix.

Program Director: An UIDP program director administers the UIDP, as a chair/director would administer a department/unit.

Program Faculty: Program faculty members are proposed for appointment to the UIDP program director by the executive committee. They teach courses and serve as mentors to students in the UIDP, but they maintain their primary appointment in their home department. Only program faculty can teach UIDP courses that are taught under the UIDP prefix.

Proposal stages: There are three stages in the UIDP proposal process. Each of these stages must be completed sequentially in order to complete the UIDP process with full approval: phase 1 inception stage, phase 2 pre-proposal stage, and phase 3 full proposal stage. Each of these three stages has multiple steps.

undergraduate coordinator. UIDPs with more than 25 students may consider designating an undergraduate coordinator to support the program director and be the direct contact and program advisor for students.

UIDP RESOURCES

Sample IDP Proposals
Sample Agendas for Required Meetings Before Program Approval by NSHE
Sample Letter of Support from a Dean
Sample Program Director Agreement
Sample IDP Budget
Sample MOU 1 (undergraduate), sample MOU 2 (graduate), sample MOU 3 (graduate)
Suggested Website Content
Sample IDP Bylaws