

Academic Program Planning
401 Golden Shore, 6th Floor
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Guidelines for Establishing Professional Science Master's Programs

The term "Professional Science Master's" (PSM) indicates an alignment with goals and understandings initially forwarded by the Sloan Foundation, and now pursued by the Council of Graduate Schools among other entities. PSM programs combine graduate study in science or mathematics with coursework in management, policy, or law. They include an internship in a corporate or public sector position. Persons completing PSM programs enter the work force as well-prepared professionals who in most cases do not continue to doctoral programs. As indicated below, the formal degree titles for persons completing these programs is *not* PSM or similar, but rather (in most cases) an MS. Further general information is available at <http://www.calstate.edu/psm/>

All degree programs offered in the CSU must conform to applicable policy and regulations, including Title 5; California Education Code; CSU Trustee policy, Standing Orders, and Resolutions; and CSU Executive Orders and Coded Memoranda. Please see the Academic Program Planning Web site for further information on program policy <http://www.calstate.edu/APP/>. If you have questions or would like to discuss the degree-proposal process, you are invited to contact Academic Program Planning, Dr. Christine Hanson at (562) 951-4672 (chanson@calstate.edu).

Online Planning Resources

Formatting Proposals

To propose a degree program via the traditional or fast-track route, use this form:
http://www.calstate.edu/app/documents/Proposal_Format.doc

Proposing Pilot Programs

http://www.calstate.edu/app/documents/program_modification/Pilot_Conversion.pdf

Adding Options, Concentrations, or Emphases

http://www.calstate.edu/app/documents/adding_concentrations.pdf

Title 5 Master's Degree Policy

http://www.calstate.edu/APP/documents/Title5_MastersDegree_requirements.doc

Changing Degree Titles

http://www.calstate.edu/app/documents/program_modification/Degree_Title_Changes.pdf

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Minimum Number of Faculty

For all proposed graduate degree programs, a minimum of five full-time faculty members with the appropriate terminal degree should be on the program staff (Code Memo EP&R 85-20).

Degree Designation and Titles

Long-standing Trustee policy discourages the proliferation of degree titles and terminology, and there has been no authorization to offer degrees with the designation “Professional Science Master” or “PSM.” Campuses may propose to offer degree programs with the designation “Master of Science” or other approved degree designation. Campuses may add “Professional Science Master” to the title of the degree program or subprogram (the concentration, option, or emphasis). For example, the campus may offer a “Master of Science in Chemistry, Professional Science Master emphasis,” or “MS Chemistry” degree, but not a “Professional Science Master’s in Chemistry,” or “PSM Chemistry” degree.

Recruitment, Marketing, CSU Mentor, Web Sites and Catalog Copy

CSU campuses may describe these offerings as Professional Science Master’s programs, providing that the formal title (“Master of Science” or “Master of Biotechnology,” for example) is readily identified. It should be made clear in all recruitment and program-related materials that the degree earned will be a Master of Science (MS), Master of Biotechnology (MBt), or other Trustee-approved degree designation.

All promotional references to proposed CSU Professional Science Master’s programs will specify that they are “planned” or “proposed” and that admission is pending CSU Chancellor’s Office approval of the proposed program. This contingency language may be removed as soon as the campus President has received the Chancellor’s approval letter, authorizing implementation of the program. *To request that your Professional Science Master program be included on the CSU PSM Web site, please contact Christine Hanson at chanson@calstate.edu or (562) 951-4672.*

CSU Degree Proposal and Review Process

All PSM programs that do not yet have the Chancellor’s implementation authorization must follow the degree proposal procedures required by the system. In consultation with the campus Graduate Dean, faculty wishing to offer a Professional Science Master’s program will choose from among three optional routes for implementing new degree programs: (1) *The traditional process*, (2) *the fast-track process*, and (3) *the pilot process*. Trustee-approved criteria for the fast-track and pilot processes indicate the criteria that must be met in order to proceed through these optional paths. Program proposals that meet “fast-track” criteria are submitted to the California Postsecondary Education Commission (CPEC) as an information item; all other proposals (except those for pilot programs) will be submitted for CPEC review and comment, a process that allows 60 days for a CPEC response.

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A. Traditional Process

The traditional process is available to all implementation proposals. It is the process required for proposed programs that (1) involve a major capital outlay, or (2) are subject to professional accreditation, or (3) are doctoral programs.

1. A campus submits proposal to add a projected degree program to the Academic Master Plan.
2. Chancellor's Office Academic Program Planning reviews and recommends appropriate projected programs, which are included in the March or September Board Agenda Item for Trustee consideration and vote.
3. Trustee-authorized projections may proceed to proposal development.
4. Campus-approved degree implementation proposals are submitted to Academic Program Planning in the year prior to planned implementation.
5. Implementation proposals undergo system-level review, including:
 - a. Faculty review (affiliated with CSU and/or other institutions)
 - b. Staff review
 - c. CPEC review (Depending on the type of program, proposals are sent to CPEC as an information item in some cases and for review and comment in others.)
6. Proposals requiring revision are returned to the campus for modification and are subsequently re-submitted.
7. Proposals sufficiently meeting expectations for all review criteria and complying with State law, administrative code, and Trustee and system policy are recommended to the Chancellor for approval.
8. The Chancellor reviews and either requests revision or approves on behalf of the Board of Trustees, having been delegated that authority.
9. Newly approved programs must undergo program review within five years of implementation.

B. "Fast-Track" Combined Projection and Proposal Process

As adopted by the Board in July 1997, the fast-track process shortens the time to implementation by allowing proposals to be submitted at the same time that the projection is proposed to the Trustees. A proposed fast-track degree program must meet the following criteria:

1. it could be offered at a high level of quality by the campus within the campus's existing resource base, or there is a demonstrated capacity to fund the program on a self-support basis;

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2. it is not subject to specialized accreditation by an agency that is a member of the Association of Specialized and Professional Accreditors, or it is currently offered as an option or concentration that is already recognized and accredited by an appropriate specialized accrediting agency;
3. it can be adequately housed without a major capital outlay project;
4. it is consistent with all existing state and federal law and Trustee policy;
5. it is a bachelor's or master's degree program; and
6. the program has been subject to a thorough campus review and approval process.

C. Pilot-Program Process

In support of the CSU tradition of experimentation in the planning and offering of degree programs, Trustee policy established in July 1997 that a limited number of proposals that meet fast-track criteria may be implemented as 5-year "pilot programs" without prior review and comment by the Chancellor or CPEC.

1. Pilot Implementation Procedures

- a. Prior to implementation, the campus is obligated to (1) notify the Chancellor's Office of plans to establish the program and (2) to provide a program description and curricular requirements.
- b. While Chancellor's Office approval is not required, a pilot-program must be acknowledged by the Chancellor's Office before the program is implemented.
- c. A campus may implement a pilot program without first proposing the projection on the campus Academic Plan. In such cases, the program will be identified as a pilot program in the next annual update of the campus Academic Plan.
- d. The CSU Chancellor's Office will notify CPEC.

2. Pilot Operational Policy

- a. A pilot program is authorized to operate only for five years.
- b. If no further action is taken by the end of the five years, no new students can be admitted to the pilot program.
- c. The campus is obliged to make appropriate arrangements for students already enrolled to complete the program.

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3. Pilot Conversion Procedures

For the program to continue beyond the five-year limit, the campus must propose to the Chancellor's Office converting the program from pilot to regular status. A pilot program could be converted to regular-program status and approved to continue to operate indefinitely if the following conditions are met:

- a. The campus committed the resources necessary to maintain the program beyond five years;
- b. A thorough program evaluation (including an on-site review by one or more experts in the field) showed the program to be of high quality; to be attractive to students; and to produce graduates attractive to prospective employers and/or graduate programs, as appropriate;
- c. Approval by the Board and the Chancellor is required after review and comment by the Chancellor's Office, and, as appropriate, by CPEC.
- d.

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