


Memorandum

Date: December 16, 2002

Code: AA 2002-55

To: Members, Academic Council

From: David S. Spence 
Executive Vice Chancellor
and Chief Academic Officer

Reply Requested By
January 13, 2003

**Subject: ANNUAL REPORTS FOR INCLUSION IN BOARD OF TRUSTEES AGENDA
ITEM ON ACADEMIC PLANNING AND PROGRAM REVIEW**

Program Review

Trustee policy requires each campus to review every academic program on a regular basis. For many years, we requested that campuses submit summaries of campus program reviews for inclusion in the March Board of Trustees agenda item on academic planning and program review. After extensive consultation with the Executive Council, the Academic Council, and the Academic Senate CSU, we are acting to decrease workload burdens on the campuses and allow for greater campus flexibility. The requirement to review each academic program periodically—and the expectation that assessment of student learning will be a central feature of the review—will continue, though campuses might wish to extend the period between reviews, better to align program review schedules with WASC accreditation and other required review activities.

This opportunity for consolidating and reducing reporting requirements derives from the increasing focus on learning outcomes assessment across a wide range of reporting areas, including WASC and many specialized/professional accreditation protocols, CSU Cornerstones/Accountability reporting, and campus-based program reviews. We wish to encourage campuses through changes in Chancellor's Office reporting requirements to utilize the same learning outcomes results and procedures for preparing reports across all of these reporting areas. Accordingly, beginning with next year's round of program reviews, we will ask that such outcomes information be generated as part of the regular cycle of program review and be reported to the Chancellor's Office. Doing so for the programs reviewed in any one year will also constitute the campus's report for the learning outcomes performance indicator in the annual accountability report. We also trust that the year-by-year accumulation of these outcome data will provide a solid foundation as the campus prepares for periodic regional and special program accreditation reviews.

Assuming that key elements of program review will inform the WASC self-study and accountability reporting, **the Chancellor's Office will no longer collect summaries of program reviews for transmittal to the Board.** However, if your campus has undertaken an extraordinary program review activity and wishes it to be mentioned in the agenda item on academic planning and program review, please let Dr. Jolayne Service know by January 13, 2003.

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In subsequent years, we will be requesting two categories of information to be reported to the Chancellor's Office for each of the programs reviewed in the prior year:

- (1) Brief summary of the results of the assessments of student learning outcomes for the programs reviewed
- (2) Summary of changes in program requirements enacted or recommended.

Total Units Required for a Baccalaureate Degree

In July 2000, the Board amended Title 5 of the *California Code of Regulations* to establish 120 semester units as the minimum that a campus may require for the awarding of a baccalaureate degree and to oblige campuses to maintain a monitoring system to ensure that justification is provided for all program requirements that extend the baccalaureate unit requirement beyond 120 units. The agenda item noted, "It is understood that baccalaureate unit requirements are to be reviewed on campuses by the faculty in the course of regularly scheduled program reviews." (Some campuses have chosen to accelerate program-by-program review of the total units required for a bachelor's degree.) Trustees have asked that a progress report be incorporated in the annual agenda item on academic planning and program review.

We ask that each campus count and report for all of its degree programs **by January 13, 2003**, the number of degree programs that fall into each of the following four categories:

- (1) Degree programs now requiring 120 semester units (180 quarter units) for the baccalaureate degree
- (2) Degree programs for which the total units required for a baccalaureate degree have been reviewed and reduced, but not to 120 semester units (180 quarter units)
- (3) Degree programs for which the total units required for a baccalaureate degree have been reviewed but not reduced
- (4) Degree programs for which the total units required for a baccalaureate degree have yet to be reviewed

WASC Visits in 2001-2002

If a WASC team visited the campus in 2001-2002, please provide **by January 13, 2003**, a summary of the major results and recommendations emerging from the visit. (This is also required by Trustee policy.) The summary should be approved by the President. If you have not already done so, please send a copy of the self-study, the complete report of the visiting team, and the letter from WASC affirming or reaffirming accreditation. It would be most helpful if the summaries were transmitted by electronic mail to jo@calstate.edu. (If they are sent as attachments, please specify the format in the body of the message.)

If there are questions about the reports requested, please call Dr. Service at (562) 951-4723.

Thank you for your cooperation.

cc: Presidents
Associate Vice Presidents, Academic Programs
Associate Vice Presidents/Deans, Graduate Studies
Associate Vice Presidents/Deans, Undergraduate Studies
Chairs, Campus Academic Senates
Chair, Academic Senate CSU
CSSA Liaison Office