

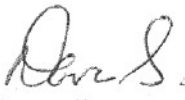
# Memorandum

**Date:** December 19, 2003

**Code:** AA-2003-38

**To:** Members, Academic Council

**Reply Requested By**  
**January 23, 2004**

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

**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, campuses submitted summaries of campus program reviews for inclusion in the annual Board of Trustees agenda item on academic planning and program review. In order to consolidate and reduce reporting requirements, we did not request these summaries for the March 2003 agenda item but indicated that in future years, we would be asking for limited information regarding each of the programs reviewed in the prior year.

Accordingly, we are requesting that for each academic program for which a review was completed in 2002-2003, the campus provide:

- (1) a brief summary of the results of the assessment of student learning outcomes, the significance of the results, and the implications of the results for modification of program requirements, standards, or operations, and
- (2) a summary of changes in program requirements enacted or recommended.

We anticipate that these summaries will extend no more than two or three pages per campus.

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 23, 2004.

## *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 23, 2004**, 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

We also ask that the campus list

- all degree programs in category (2), with degree, title, number of units previously required, and number of units currently required, and
- all degree programs in category (3), with degree, title, and number of units currently required.

The attached form is provided for your convenience.

#### *WASC Visits in 2002-2003*

If a WASC team visited the campus in 2002-2003, please provide by **January 23, 2004**, 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](mailto: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.

#### Attachment

- cc: Presidents (with attachment)  
Associate Vice Presidents, Academic Programs (with attachment)  
Associate Vice Presidents/Deans, Graduate Studies (with attachment)  
Associate Vice Presidents/Deans, Undergraduate Studies (with attachment)  
Chairs, Campus Academic Senates (without attachment)  
Chair, Academic Senate CSU (without attachment)  
CSSA Liaison Office (without attachment)

