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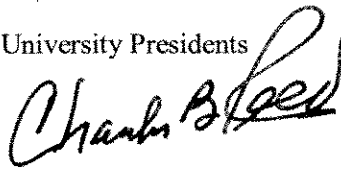
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To: California State University Presidents

Date: April 4, 2006

From: Charles B. Reed
Chancellor



Subject: Criteria and Procedures for Discontinuing Joint EdD Programs

CSU campuses currently participate with University of California campuses in eight joint EdD programs, six of which were established under the provisions of the November 2001 agreement with the University of California. The six newly established programs and one of the previously established programs have received special support from both the University of California and the California State University for their development and implementation. Because (i) the CSU has identified a critical need to expand EdD-level educational opportunities in California, (ii) these joint EdD programs have been important to the communities they serve, (iii) special support was provided, (iv) programs with three or more partnering institutions raise unique questions, and (v) the programs have been operating pursuant to state-level policy agreements, this memorandum establishes policies and procedures required before discontinuing a joint EdD program with a UC campus. These policies and procedures are separate from the policies and procedures governing discontinuation of other CSU academic programs, and have been shared with the leadership of the Academic Senate, CSU for discussion and review.

- A. The campus president shall discuss with the chancellor an intent to initiate a formal discontinuation process before the process begins.
- B. Substantial consultation among partnering UC and CSU campuses and with K-12 and/or community college leadership in the region is expected to occur early in the process.
- C. A proposal to discontinue a joint EdD program shall contain the following information, for consideration at the campus and system levels:
 1. Name(s) of the campus(es) proposing the discontinuation.
 2. Name(s), title(s), and contact information for one or two people who directed the development of the proposal for discontinuation. To whom should inquiries or requests for further information be sent?
 3. Title of the joint EdD program proposed for discontinuation.
 4. UC and CSU campuses that have been offering the program.
 5. If there have been multiple CSU campuses participating in the program, is the proposal for discontinuation of the entire joint EdD program or the discontinuation of one campus's participation?
 6. Amounts and dates of receipt of all planning, development, and implementation grants awarded by the UC-CSU Joint EdD Board.

7. Year and term in which the first students were enrolled and the number of students initially enrolled.
 8. Total enrollment in the program in each of the last three years and current enrollment by year of entry.
 9. Number of degrees granted in each of the last three years.
 10. Summary of the results of any program reviews conducted.
 11. Reasons for discontinuing the joint EdD program. Supporting detail should be provided. Is the proposal to discontinue the program in part a response to changes in the environment (e.g., in student demand, community needs, or availability of resources)?
 12. Plans for allowing currently enrolled students to earn their degrees. ("Teach out" provisions must allow a reasonable time for all students enrolled in the program at the time of discontinuation to complete the requirements for the degree.) A timeline for graduation of students in each cohort should be included.
 13. Evidence and results of consultation with partnering institutions, major stakeholders or clients (including collaborating public schools and community colleges), and other groups likely to be affected by program discontinuation.
 14. Evidence that provisions of the memorandum of understanding and by-laws governing the joint EdD program that pertain to withdrawal and discontinuation have been addressed.
 15. If the proposal is for the discontinuation of a single CSU campus's participation, how is the withdrawal expected to affect the remaining partner(s) and the program?
 16. Does the campus plan to propose an EdD program independent of a UC campus partner? If so,
 - In what year and term would the proposed new EdD program plan to enroll its first students?
 - How many students would be enrolled in the initial cohort of the proposed new program?
 - How would the proposed new EdD differ from the joint EdD? If the proposed new program would be similar to the joint program in content and goals, how would the proposed new program compensate for the loss of the strengths brought by the UC partner to the joint program?
- D. After appropriate consultation with faculty and other stakeholders has resulted in approval at the campus level, a proposal for discontinuation of a joint EdD program shall be submitted to the chancellor for review and comment. The campus president shall not take any action leading to *de facto* or official discontinuation of the program before the chancellor has commented on the proposal.

Please note that with the consent of all partnering institutions and prior notification to the chancellor, a joint EdD program may suspend admission to the program for a year without initiating formal discontinuation procedures. In that case, it is expected that admission will resume or the discontinuation process begun by the following year.

Questions may be addressed to me or to Executive Vice Chancellor Reichard at (562) 951-4710.

CBR/ssg

cc: President Emeritus Robert Maxson
Executive Vice Chancellor Gary Reichard
Provosts/Vice Presidents for Academic Affairs
Associate Vice Presidents, Academic Programs
Associate Vice Presidents/Deans, Graduate Studies

Deans, Colleges of Education
Chair, Academic Senate CSU
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