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December 17, 2007

Code: AA-2007-38

**Reply requested by:
January 25, 2008**

To: CSU Presidents

From: Gary W. Reichard 
Executive Vice Chancellor and Chief Academic Officer

Subject: REQUEST FOR UPDATE OF ACADEMIC PLANS

Proposed additions to the CSU Academic Master Plan are requested, as explained below. It is anticipated that academic plans will represent the collective opinion of campus constituencies about desired new programs that will best serve the long-term interests of the campus as a whole and that best advance campus missions, goals, and strategic plans. Updated campus academic plans will be submitted for Trustee review, and Board action is planned for March 11-12, 2008.

Full implementation proposals are not submitted with the annual academic plan updates, but are submitted instead to Academic Program Planning (APP) at least one year before the proposed date of implementation.

Request for Submission

By **January 25, 2008**, please send updates of your campus academic plans, covering the years 2008-2009 through 2012-2013, to Dr. Christine Hanson, Interim Dean, Academic Program Planning, at APP@calstate.edu. We appreciate receiving your updates electronically as Word documents. Campuses that anticipate significant building or facilities renovation in the coming decade may submit a plan extending up to 2017-2018, as may any campus needing to plan beyond spring 2013. Questions may be addressed to Dr. Hanson at (562) 951-4672 or chanson@calstate.edu.

CSU Campuses

Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

Updates to academic plans will consist of two parts:

1. *Updated Table:* A revised version of the campus 2007 academic plan, which will be sent electronically to each campus provost. Plans will specify the following (including designation of state support or self support modes for new projections):
 - a. Existing Schools/Divisions and Degree Programs Offered
 - b. Degree Designation (e.g. “BA”)
 - c. Year of Fall-term Implementation
 - d. Support mode for new projections (“ST” for state support and “SE” for self support)
 - e. Scheduled Review of Existing Programs (new programs will be reviewed after five years).
2. *Summary:* A program-by-program summary of changes to the campus academic plan

The Six Types of Academic Program Updates to be Reported

I. *Projected New Programs*

This annual update will include projections to plan new baccalaureate programs and graduate programs. Projected programs must meet Trustee and system policy (listed as “*Trustee and System Academic Planning Policies*” later in this memo) and must meet California Education Code.

Projected Bachelor’s Degree Programs

Projected bachelor’s degrees should be as enduring as possible in content and title. (Also see http://www.calstate.edu/APP/documents/Breadth_EPR85_13.pdf).

Projected Graduate Degree Programs

Master’s degree programs should be projected only when the sponsoring department is well established and has achieved a level of quality that has been affirmed by a program review; or in subjects for which national accreditation, including review by a visiting team, is available.

Further requirements of new graduate programs include that:

- they include at least 5 full-time faculty with the appropriate terminal degree,
- the programs have enrollment sufficient to support offering at least four graduate-level courses each year,
- evidence is provided that the department can support the level of research required of a graduate program, and
- 70% of the student’s program will include graduate-level coursework.

(Also see http://www.calstate.edu/APP/documents/Graduate_Level_EPR_82_39.pdf and http://www.calstate.edu/APP/documents/AAP_91_04_Recommendations_Graduate_Education.pdf.)

II. *Delayed Projected Programs*

The July 1997 revision of program review processes specified that delayed implementation proposals would be automatically removed from the master plan if they were not submitted within five years of the originally projected implementation date. Campuses wishing to retain a delayed projection on the master plan may request that the program remain on the campus list of programs. “Foundational” liberal arts and science undergraduate programs (listed later in this memo) are exempt from this timeline.

III. *Modified Programs*

Programs that change title or degree designation, and elevations to full degree programs from options, concentrations, or emphases should be reported in this update. Also include programs that plan to change support mode: from state support to self support or from self support to state support. (See http://www.calstate.edu/app/program_modification.shtml)

IV. *Fast-Track Programs*

The fast-track process combines the program projection and implementation-proposal review phases (rather than allowing at least a one-year lag time between projection approval and submission of the implementation proposal). Fast-track consideration is available for a program that meets all of the following criteria:

1. It can be offered at a high level of quality by the campus within the existing resource base, or there is a demonstrated capacity to fund the program on a self-support basis.
2. The program 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. The program 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. The program is a bachelor’s or master’s degree program.
6. It has been subject to a thorough campus review and approval process.

(See <http://www.calstate.edu/app/documents/fasttrackprocedures.pdf>)

V. *Pilot Programs and Pilot Conversions*

Campuses may offer a limited number of new programs on a pilot basis for five years without a full review from the Chancellor’s Office prior to implementation, if the program meets the Fast-Track criteria above, and if notification procedures are followed. (See <http://www.calstate.edu/app/documents/pilotprocedures.pdf>) Proposals to change pilot programs to regular status should also be included in this update process.

(See http://www.calstate.edu/app/documents/program_modification/pilot_conversion.pdf)

VI. *Discontinued full degree programs*

Please indicate if enrollment has been suspended or if the program has been permanently discontinued. (See http://www.calstate.edu/app/documents/program_modification/Program_Discontinuation.pdf)

Guidelines for Submitting Academic Plans

I. *Format for Submitting Campus Academic Plans*

For this annual update, campus changes to the 2008-2009 plans reported in the following formats:

A. *Table*

Please edit the provided Word version of last year's academic plans, using the "Track Changes" tool. We appreciate your taking care to update the years appearing in the column titled "Schedule for Review of Existing Programs" and indicating by footnote any programs that are newly accredited or that have become unaccredited.

NEW: This year, we are asking that new projections indicate ST for state-support mode or SE for self-support programs.

B. *A brief summary* for each change submitted.

Tables

Included in the table will be:

1. **New academic program projections**, undergraduate and graduate (please mark by footnote if offered through special sessions).
2. **Support mode for new projections** ("ST" for state support and "SE" for self support)
3. **Delayed projections** that the campus wishes to retain on the plan
4. **Modified programs**, including:
 - Changes of degree designation (e.g. from "B.A" to "B.S.")
 - Options, concentrations, and emphases proposed for elevation to full degree status
5. **Fast-track programs**
6. **Pilot programs**, including:
 - New pilot programs
 - Existing pilot programs that will be converted to regular program status
7. **Discontinued full degree programs**

III. *Summaries*

In addition to the table update, please include a very brief summary statement for each proposed new projection on the academic plan. Summary statements should include the following elements, which are the criteria by which proposed changes to the Academic Master Plan are evaluated:

- A brief summary of the purpose and characteristics of the proposed degree program,
- How the program fits into the campus mission and strategic plan

- Whether the program is offered through state support or special sessions
- Anticipated student demand
- Workforce demands and employment opportunities for graduates
- Other relevant societal needs
- An assessment of the required resources and a campus commitment to allocating those resources
- And, as applicable:
 - If the projection is a pilot program, also list the academic years during which the program will operate in pilot status.
 - If the projected program is now offered as an option, concentration, or emphasis, provide a brief rationale for elevation to a full degree program.
 - For new degree programs that are not commonly offered as a bachelor's or master's degree, please provide a compelling rationale explaining how the proposed subject area constitutes a coherent, integrated degree program that has potential value to students and meets CSU requirements for an academic program at the undergraduate or graduate level. New bachelor's degrees should be as enduring as possible in content and title.
 - If a discontinuation is reported to us for the first time, please include a confirmation that all campus and system-level policies regarding discontinuation have been followed.

Trustee and System Academic Planning Policies

The following Trustee Guidelines regarding program development have guided CSU planning since the 1960s. In addition, program development in some areas (e.g. engineering), is limited or guided by Title 5, system-level policy, or persuasive CPEC assessments of state need.

- Curricula are to reflect the needs of students and of the state.
- The foundation program for all campuses in the system consists of the liberal arts and sciences, business administration, and teaching. The Board designated specific subject areas that would be regarded as the "Broad Foundation Program," which was updated in 1979 by the Project Team on Academic Programs to include: undergraduate programs in anthropology, art, biology, chemistry, economics, English, foreign languages, geography, geology, history, mathematics, music, philosophy, physics, political science, psychology, sociology, speech/communication, and theatre arts/drama. Societal need and student demand are not the "preeminent criteria" for offering baccalaureate programs in these disciplines.

- Programs in applied fields and professions other than those above are to be allocated within the system on the basis of (1) state needs, (2) campus service-area needs, and (3) identification of employment opportunities.
- Curricula in applied fields and professions are to be allocated in a systemwide pattern that will achieve an equitable and educationally sound distribution of programs throughout the state.
- While all university campuses may wish to offer the same programs, the trustees exercise great selectivity in the final approval of new curricula.
- Specialized, high-cost programs are to be allocated on the basis of review and study of the individual subject area.
- Degree programs are to be broadly based and of high academic quality.
- Unnecessary proliferation of degrees and terminology is to be avoided.
- Formal reviews of existing curricula are to be conducted by each campus.

**Relevant CSU Policies and Procedures
Available on the Academic Program Planning Web Site**

➤ ***Proposing New Degree Programs***

Program Implementation Proposal—Template

http://www.calstate.edu/app/documents/Proposal_Format.doc

Fast-Track Degree Programs

<http://www.calstate.edu/app/documents/fasttrackprocedures.pdf>

Pilot Degree Programs

<http://www.calstate.edu/app/documents/pilotprocedures.pdf>

Baccalaureate

“Guidelines for Breadth in New Bachelor’s Degree Majors” EP&R 85-13

http://www.calstate.edu/APP/documents/Breadth_EPR85_13.pdf

Graduate

“Definitions of Graduate-Level Instruction” EP&R 82-39

http://www.calstate.edu/APP/documents/Graduate_Level_EPR_82_39.pdf

“Recommendations on Study of Graduate Education” AAP 91-04

http://www.calstate.edu/APP/documents/AAP_91_04_Recommendations_Graduate_Education.pdf

➤ ***Program Modification***

Elevating Options and Concentrations to Full Degree Programs

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

Degree Designation Change

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

Converting Pilot Programs to Regular-Program Status

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

Converting State-Support Programs to Self-Support Mode

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

Converting Self-Support Programs to State-Support Mode

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

Additional program planning information is available at <http://www.calstate.edu/APP/>

Please direct questions to Christine Hanson at (562) 951-4672 or chanson@calstate.edu.

GR/cmh

- c: Dr. Keith O. Boyum, Associate Vice Chancellor, Academic Affairs
Dr. Christine Hanson, State University Dean, Academic Program Planning
Provosts/Vice Presidents, Academic Affairs
Associate Vice Presidents, Academic Programs
Associate Vice Presidents, Deans of Graduate Studies
Chairs, Academic Senates