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M E M O R A N D U M

TO: Academic Council

FROM: Jeri Echeverria
Executive Vice Chancellor and Chief Academic Officer

SUBJECT: REQUEST FOR TRUSTEES REPORTS: Academic Plans, Program Review, Bachelor's Units Required, and WASC Summaries.

This coded memorandum serves as the annual call for academic planning and program review reports that will inform the March 16-17, 2010 Board of Trustees agenda item on Academic Planning and Program Review. Please note that this year we have integrated the listing of accredited programs into the requested reports on academic programs.

We are asking that **by February 1, 2010**, campuses send to Academic Program Planning (APP@calstate.edu) *electronic Microsoft Word versions* (**not pdf documents**) of reports on the following seven items:

   I. **Proposed updates to campus Academic Plans**

  II. **Summary of assessments of student learning and improvement actions taken**

 III. **Summary of total units required for baccalaureate degrees**

 IV. **Summary of curriculum re-design efforts in engineering baccalaureate programs. Reports will include the number of units required in each kind of degree program and number of units decreased as a result of redesign efforts.**

  V. **Summary of WASC comprehensive or educational effectiveness visits (results and recommendations)**

 VI. **List of accredited units or programs**

VII. **Total number of degree programs offered, reported by level—bachelor's, master's, and doctoral degrees.**

I.   Proposed Updates to Campus Academic Plans

<u>**How are this year's plans to be organized and submitted?**</u>

By **February 1, 2010**, please send updates of your campus academic plans, covering the years 2010-2011 through 2014-2015, to Dr. Christine Mallon, State University Dean, Academic Program Planning, at <u>APP@calstate.edu</u>. Campuses that anticipate significant building or facilities renovation in the coming decade may submit a plan extending up to 2019-2020, as may any campus needing to plan beyond spring 2015. Questions may be addressed to Dr. Mallon at (562) 951-4672 or cmallon@calstate.edu.

1. *Updated Academic Plan Table*: An electronic version of the 2009 campus academic plan will be sent electronically to each campus provost. Please indicate proposed updates (and any corrections) by using the **"Track Tools"** feature in Microsoft Word, and return it to APP@calstate.edu with the rest of the campus report. *Projected implementation dates should not be changed, as they are modified only after they have not been implemented after having been on the academic plan for five years.*

2. *Summaries:* Please provide a brief explanation of proposed changes to the campus academic plan.

<u>**Which types of program updates and summaries are to be included?**</u>

Projected New Programs
This annual update will include projections to plan new baccalaureate programs and graduate programs. *Please identify each online program projection.* Subprograms: minors, options, concentrations, and special emphases are not reported. Projected programs—those for which the campus seeks authorization to develop an implementation proposal—must meet Trustee and system policy, as well as California Education Code. More information on "*Trustee and System Academic Planning Policies*" is provided as Attachment B to this memo.

A.   Projected Bachelor's Degree Programs
Please note that projected bachelor's degrees should be as enduring as possible in content and title. Graduate programs are more appropriately specialized. (Also see http://www.calstate.edu/APP/documents/Breadth_EPR85_13.pdf).

B.   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:

1. They include at least 5 full-time faculty with the appropriate terminal degree,
2. The programs have enrollment sufficient to support offering at least four graduate-level courses each year,
3. Evidence is provided that the department can support the level of research required of a graduate program, and
4. 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.)

When reporting new degree programs on the academic plan
In addition to the table update, please include a _very_ brief summary for each proposed new projection on the academic plan. Summaries should include the following elements, which are the criteria by which proposed changes to the Academic Master Plan are evaluated:

1. A brief summary of the purpose and characteristics of the proposed degree program. (New bachelor's degrees should be as enduring as possible in content and title. Breadth is the hallmark of bachelor's degrees, and more narrow specialization occurs at the graduate level.)
2. How the program fits into the campus mission and strategic plan
3. Whether the program is offered through state support or special sessions
4. Anticipated student demand
5. Workforce demands and employment opportunities for graduates
6. Other relevant societal needs
7. An assessment of the required resources and a campus commitment to allocating those resources
8. And, as applicable:

   a. If the projection is a pilot program, also list the academic years during which the program will operate in pilot status.

   b. If the projected program is now offered as an option, concentration, or emphasis, provide a brief rationale for elevation to a full degree program.

   c. For new degree programs that are not already offered in the CSU, 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.

C. 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 and may remain on the plan indefinitely.

D. 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)

E. 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)

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

G.   Discontinued full degree programs

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

2. If a discontinuation is reported to us for the first time, please confirm that all campus and system-level policies regarding discontinuation have been followed.

II. Summary of assessments of student learning and improvement actions taken

Trustee policy requires each campus to review every academic program on a regular basis. For each academic program for which a review was completed in 2008-2009, please provide **by February 1, 2010** a brief summary (no more than two or three pages per campus), reporting:

1. 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.

2. Changes in program requirements enacted or recommended as the result of assessment findings.

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 inform Dr. Christine Mallon (cmallon@calstate.edu) **by February 1, 2010.**

III. Summary of total units required for baccalaureate degrees

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. The Title 5 change also obliges 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."

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 February 1, 2010**, the number of degree programs that fall into each of the following three categories:

1. **Programs at 120/180 units:** Degree programs now requiring 120 semester units (180 quarter units) for the baccalaureate degree.

2. **Programs that reduced units but not to 120/180:** Degree programs (degree, title, number of units previously required, and number of units currently required) for which the total units required for a baccalaureate degree were reviewed and reduced, but not to 120 semester units (180 quarter units). Please include a brief reason for the programs not being reduced completely to 120 units required. For example, list "professional certification requirements" or use one of the provided footnotes.

3. **Programs that did not reduce units:** Degree programs (degree, title, number of units previously required, and number of units currently required) for which the total units required for a baccalaureate degree exceed 120 semester units (180 quarter units) and have not been reduced. Please include a brief explanation of the reason(s) for not reducing units. For example, list "professional certification requirements" or use one of the provided footnotes.

A "120 Units" reporting template is provided for your convenience as Attachment A. Please submit completed forms to APP@calstate.edu by **February 1, 2010.**

IV.   Summary of curriculum re-design efforts in engineering baccalaureate programs.

Campuses are asked to include a summary of curriculum re-design efforts in engineering baccalaureate programs. Reports will include the number of units required in each kind of degree program and number of units decreased as a result of redesign efforts. http://calstate.edu/app/programs/bs-engr-prog.shtml

V.   Summary of WASC comprehensive or educational effectiveness visits (results and recommendations)

In fulfillment of Trustee policy, if a WASC team visited the campus in 2008-2009 for a comprehensive or educational effectiveness review, e-mail to APP@calstate.edu **by February 1, 2010**, a brief summary of the major results and recommendations emerging from the visit. The summary should be approved by the President.

If the campus has 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.

VI.   List of accredited units and programs. Please also list the date that accreditation was first granted, as well as period of current accreditation.

VII. Total Number of degree programs offered, by level: baccalaureate, master's and doctoral degrees.

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If there are questions about the reports requested, please contact Dr. Christine Mallon, State University Dean, Academic Program Planning at (562) 951-4672 or cmallon@calstate.edu. A list of relevant CSU Academic Planning policies and procedures is provided in Attachment C. Thank you, in advance, for your assistance in providing updated material for these three areas in the March 2010 agenda item.

Attachments

c: CSU Presidents
       Associate Vice Presidents, Academic Programs
       Associate Vice Presidents/Deans, Graduate Studies
       Associate Vice Presidents/Deans, Undergraduate Studies
       State University Dean, Academic Program Planning
       Chairs, Campus Academic Senates
       Chair, Academic Senate CSU
       CSSA Liaison Office

Attachment A
120 Units Reports – Submitted in February 2010

University: _____

TOTALS

(1)	(2)	(3)
Degree programs now requiring 120 semester (180 quarter units) for the baccalaureate degree	Degree programs for which the total units required for a baccalaureate degree were reviewed and reduced, between July 2000 and January 2010 but not to 120 semester units (180 quarter units)	Degree programs for which the total units required for a baccalaureate degree exceed 120 semester units (180 quarter units) and have not been reduced since July 2000.
Number: _____	*Number: _____*	*Number: _____*

List of degree programs for which the total units required for a baccalaureate degree have been reduced but still exceed 120

Footnotes explaining requirements over 120*
(A) Units required by accreditor   **(P)** Units in accordance with professional standards   **(D)** Disciplinary standards

Degree	Title	Number of units required	Reason for more than 120 required
Example:			
BS	*Environmental Systems*	*129*	**(footnote here)*

List of degree programs for which the total units required for a baccalaureate degree exceed 120 and have NOT been reduced

Footnotes explaining requirements over 120*
(A) Units required by accreditor   **(P)** Units in accordance with professional standards   **(D)** Disciplinary standards

Degree	Title	Number of units required	Reason for more than 120 required
Example:			
BS	*Environmental Systems*	*129*	**(footnote here)*

Attachment B
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 <u>and</u> 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: <u>undergraduate</u> 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.

Attachment C
Relevant CSU Policies and Procedures

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/**