

Code: AA-2013-16

MEMORANDUM

Date: November 15, 2013

To: Provosts/Vice Presidents, Academic Affairs

From: Ephraim P. Smith 
Executive Vice Chancellor and Chief Academic Officer

Subject: **REQUEST FOR TRUSTEES REPORTS: Academic Plans and Accreditation Updates**

This memorandum serves as the formal annual call for academic planning reports that will inform the March 25-26, 2014 CSU Board of Trustees agenda item on academic planning.

We are asking that **by January 17, 2014**, campuses please send to the Academic Programs and Faculty Development office (cmallon@calstate.edu) **electronic Microsoft Word versions (not pdf documents or Excel documents)** of updated reports on the following items:

- I. Proposed updates to campus academic plans;
- II. Summary of program review, assessment findings, and improvement actions;
- III. Summary of WASC comprehensive or educational effectiveness visits (results and recommendations); and
- IV. List of accredited academic units or programs

This year's reporting requirements have been streamlined, as the CSU Degrees Database now has complete information on the number of programs offered at each campus and on the units required for each major degree program and concentration. Please note we are once again requesting reports on assessment findings and improvement actions taken, if any. Instructions for preparing this year's report are provided in this memorandum.

I. Proposed Updates to Campus Academic Plans

How are this year's plans to be organized and submitted?

By **January 17, 2014**, please send updates of your campus academic plans, covering the years 2014-2015 through 2024-2025, to Dr. Christine Mallon, Assistant Vice Chancellor, Academic Programs and Faculty Development, at cmallon@calstate.edu. Campuses are not required to plan through the entire ten-year period. Questions may be addressed to Chris at (562) 951-4672 or cmallon@calstate.edu.

1. **Updated Academic Plan Table:** An electronic version of the 2013-2014 campus academic plan will be sent to each campus Office of Academic Affairs. Please indicate proposed updates (and any corrections) by using the **“Track Tools”** feature in Microsoft Word, and return it to cmallon@calstate.edu with the rest of the campus report. *Please identify each online program projection. Note: Projected implementation dates should not be changed, even if the programs will not be implemented by the year first projected. Projections are only modified after they have been on the academic plan for five years.*
2. **Summaries:** Please provide a very brief overview, explaining the proposed changes to the campus academic plan.

Which types of program updates and summaries are to be included?

Projected New Programs

This annual update will include projections to implement 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 and California Education Code requirements. More information on *“Trustee and System Academic Planning Policies”* is provided as Attachment A to this memo.

A. Projected Bachelor's Degree Programs

Please note that projected bachelor's degrees should be general, characterized by breadth, and 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. Not less than one half of the units required for the degree shall be in courses organized primarily for graduate students.

(Please 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 program projections 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. Please note that 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. Summaries should address concisely the following elements, which are the criteria by which proposed changes to the CSU Academic Master Plan are evaluated:

1. Delivery mode: fully face-to-face, hybrid, or fully online program;
2. A brief summary of the purpose and characteristics of the proposed degree program;
3. The program's fit with the campus mission and strategic plan;
4. Support mode: state support or self-support/extended education;
5. Anticipated student demand;
6. Workforce demands and employment opportunities for graduates;
7. Other relevant societal needs;
8. An assessment of the required resources and a campus commitment to allocating those resources; and
9. As applicable:
 - a. If the projection is a pilot program, please list the academic years during which the program will operate in pilot status.
 - b. 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

In July 1997, a 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. 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>)

E. 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. (<http://www.calstate.edu/app/documents/pilotprocedures.pdf>) Proposals to change pilot programs to regular status should also be reported. (http://www.calstate.edu/app/documents/program_modification/pilot_conversion.pdf)

F. Discontinued full degree programs

1. Please indicate whether enrollment has been suspended or if the program is planned to be discontinued permanently. (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 program review, assessment findings, and improvement actions

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 2012-2013, please provide **by January 17, 2014**, very brief responses (in narrative form, not on a matrix) to the following four prompts:

1. Please list the student learning outcomes (SLOs) for each program reviewed.
2. Please briefly summarize the findings from the student learning outcomes assessments and indicate if the desired levels of learning were achieved.
3. Briefly describe the improvement actions taken based on findings.
4. Indicate any other significant findings from the program review. (Examples of possible other significant findings: commendations, description of program strengths and areas needing additional attention (if any), future program goals.)

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 January 17, 2014**.

If you have any questions regarding the information required, please contact Dr. Marilyn Korostoff at mkorostoff@calstate.edu for assistance.

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

In fulfillment of Trustee policy, if since the last report to the trustees a WASC team visited the campus as part of the institutional review process (IRP), e-mail to cmallon@calstate.edu **by January 17, 2014** a brief summary of the major results and recommendations emerging from the visit. When preparing the summary, please refer to your university as an institution, rather than using pronouns such as “we” or “our,” etc. For example, “The institution was commended for . . .” or “The visiting team reviewed the CSU XXX campus and found . . .” Please provide a *very brief* summary highlighting only the essential findings and recommendations.

The summary should be approved by the campus 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.

IV. List of accredited units (schools, colleges, departments) and programs. Please review the attached list of accredited programs for your campus. Verify the date that accreditation was first granted, as well as period of current accreditation, and make any necessary changes.

If there are questions about the reports requested, please contact Dr. Christine Mallon at (562) 951-4672 or cmallon@calstate.edu. A list of links to relevant CSU Academic Planning policies and procedures is provided in Attachment B. Thank you, in advance, for your assistance in providing updated material for these three areas in the March 2014 agenda item.

Attachments

- c: Dr. Ron Vogel, Associate Vice Chancellor, Academic Affairs
Assistant Vice Chancellor, Academic Programs
Associate Vice Presidents, Academic Programs
Associate Vice Presidents/Deans, Graduate Studies
Associate Vice Presidents/Deans, Undergraduate Studies
State University Dean, Office of Extended Education
Chairs, Campus Academic Senates
Chair, Academic Senate CSU
CSSA Liaison Office

Attachment A

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 professional accreditation.

Subject: from *State University Administrative Manual* - Section VII

9100.1

1. Approved Academic Master Plan

The Board of Trustees (BOT) has adopted planning policies designed to promote orderly curricular development, guide the distribution of programs in the system and facilitate the progress of each campus in fulfilling the mission of the CSU as expressed in the statewide master plan for higher education. These policies, first published in the *1963 Master Plan for the California State Colleges*, are still in effect and are summarized below:

- Curricula are to reflect the needs of students and of the state.
 - The foundation program for each campus in the system consists of the liberal arts and sciences, business administration, and education. (The board specified subject areas that were to be regarded as the "Broad Foundation Program.")
 - Programs in applied fields and professions other than those listed above are to be allocated within the system on the basis of (1) needs of the state, (2) needs of the campus service area and (3) identification of employment opportunities.
 - "All campuses cannot be all things to all people." Curricula in the applied fields and professions are therefore to be located in a systemwide pattern that will achieve an equitable and educationally sound distribution of programs throughout the state.
 - Although many campuses may wish to offer the same programs, the trustees exercise great selectivity in 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. Approved Campus Physical Master Plans
- Subsequent policies adopted by the board include the following:
- Degree programs are to be broadly based and of high academic quality.
 - Unnecessary proliferation of degrees and terminologies is to be avoided.
 - A formal review of existing curricula is to be conducted by each campus as part of the overall planning process.
 - The Academic Master Plans serve as the basis for campus master planning of facilities.
 - The ability to accommodate the latest instructional technology will be included in the planning for construction of all new and renovated instructional buildings.

Attachment B
Links to CSU Academic Planning Policies and Procedures

Proposing New Degree Programs

Program Implementation Proposal—Template

https://www.calstate.edu/app/program_dev.shtml

Fast-Track Degree Programs

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

Pilot Degree Programs

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

Baccalaureate Degree Planning Guidance

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

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

Graduate Degree Planning Guidance

“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

More

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