

October 28, 2018

**CODED MEMORANDUM**

**ASA-2018-15**

**For Provosts' Response by  
January 4, 2019**

TO: CSU Presidents

FROM: Loren J. Blanchard, Ph.D.   
Executive Vice Chancellor

SUBJECT: Request for Trustee Reports: Academic Plans and Accreditation Updates

**This memorandum serves as the formal annual request for academic planning reports that will inform the March 19-20, 2019 California State University Board of Trustees agenda item on academic planning.**

**By January 4, 2019**, campuses are asked to send to the Academic Programs and Faculty Development office ([APP@calstate.edu](mailto:APP@calstate.edu)), electronic Microsoft Word versions (not PDF documents or Excel documents) of updated reports on the following items:

1. Proposed updates to campus academic plans;
2. Summary of WASC Senior College and University Commission (WSCUC) accreditation visits (results and recommendations); and
3. List of accredited academic units or programs.

Your cooperation in meeting the deadline is most appreciated. We would welcome submissions of reports before the deadline. Instructions for preparing this year's report are provided in this memorandum.

**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

## 1. Proposed Updates to Campus Academic Plans

By **January 4, 2019**, send updates to your campus academic plan, covering the years 2019-20 through 2029-30, to Dr. Alison M. Wrynn, interim assistant vice chancellor, Academic Programs and Faculty Development, and interim state university dean, Academic Programs, at [APP@calstate.edu](mailto:APP@calstate.edu). Questions may be addressed to Alison at (562) 951-4672 or [awrynn@calstate.edu](mailto:awrynn@calstate.edu).

*Please include a summary of all updates to the campus academic plan, as addressed in parts A, B, C, D, E, F and G—described below.*

### A. Ten-Year Overview

The “Ten-Year Overview of Future Programs” document lists only programs that have not yet been implemented. Campuses are not required to indicate projections through the entire ten-year period, and it is acceptable to have no new programs planned. Please make edits in a MS Word document using track changes as follows:

- Enter new projections in bold.
- Remove projections that are no longer planned for implementation.
- Update the “Current Implementation Years” as needed, but do not change the original implementation year. (See next section on Delayed Projected Programs.) All current implementation years should be 2020 or later. (See [Attachment A: Trustee and System Academic Planning Policies](#))

### B. Delayed Projected Programs

Program projections are automatically removed from the master plan if the associated degree proposals are not submitted within five years of the originally projected implementation date. Campuses wishing to retain a delayed projection on the master plan must provide a campus-approved request that the program remain on the Ten-Year Overview of Future Programs.

The request shall also detail the changes in place that will ensure implementation and maintenance of a successful program.

“Foundational” liberal arts and science undergraduate programs (see Attachment A) are exempt from this timeline and may remain on the plan indefinitely.

### C. New Degree Programs

#### 1. Traditional Proposal Projections

Using the attached template, prepare a brief justification for each new projection on the academic plan. 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.

#### 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. Please see the document “Guidelines for Breadth in New Bachelor’s Degree Majors” in Attachment B.

#### Projected Graduate Degree Programs

Graduate programs are more appropriately specialized than bachelor’s degrees. 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. Please see documents in Attachment B related to graduate education.

Further requirements of new graduate programs include that:

- They are staffed by at least five full-time faculty with the appropriate terminal degree;
- The programs have enrollment sufficient to support offering at least four graduate-level courses each year;
- The department can support the level of research required of a graduate program; and
- Not less than one half of the units required for the degree shall be in courses organized primarily for graduate students.

Utilizing the [Projected Degree Proposal Form](#), summaries should address concisely the following elements, which are the criteria by which proposed changes to the CSU Academic Master Plan are evaluated:

- a. Degree designation and title (e.g., BS in Biochemistry);
- b. Projected implementation date;
- c. A brief summary of the purpose and characteristics of the proposed degree program;
- d. Dates associated with campus approval;
- e. Delivery format: fully face-to-face, hybrid, or fully online;
- f. Support mode: state-support or self-support/extended education;
- g. Anticipated student demand;
- h. Workforce demands and employment opportunities for graduates;
- i. Other relevant societal needs;
- j. An assessment of the required resources and a campus commitment to allocating those resources; and

- k. 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.  
(See [Attachment B: Link for Proposing New Degree Programs](#))

## 2. Fast-Track Proposal Process

The fast-track process combines the program projection and implementation proposal phases (rather than allowing at least a one-year lag time between projection approval and submission of the implementation proposal). Projection proposals and the degree program implementation proposals should be sent to the Chancellor's Office as separate submissions. Do not submit the degree program implementation proposal as part of this annual report. Fast-track consideration is available for a program that meets all of the following criteria:

- a. 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;
- b. 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;
- c. The program can be adequately housed without a major capital outlay project;
- d. It is consistent with all existing state and federal law and trustee policy;
- e. The program is a bachelor's or master's degree program; and
- f. It has been subject to a thorough campus review and approval process.  
(See [Attachment B: Link for Procedure for Fast Track Degree Programs](#))

## 3. Pilot Programs

New pilot programs do not need to be added until after the program is implemented. 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. Such programs may be proposed at any time, and are entered on the Academic Plan table the year after board approval. While Chancellor's Office approval is not required, acknowledgement by the Chancellor's Office that the program meets policy requirements must be obtained before the program is implemented. The following information must be provided to the Chancellor's Office:

- a. A program description;
- b. A list of curricular requirements;

- c. Confirmation that each of the six fast track/pilot criteria apply to the program; and
- d. Other information as requested, based on the planned degree program.

Proposals to change pilot programs to regular status must complete a program review and be approved by the chancellor and Board of Trustees in order to continue enrolling students beyond the authorized five-year pilot period. (See [Attachment B: Link for Procedure for Pilot Degree Programs, and Converting Pilot Programs to Regular Program Status](#))

**D. Suspended Degree Programs**

List all full degree programs (not concentrations, minors, certificates, etc.) placed in “suspended admission” status since January 2018 and please list the reason for planned enrollment suspension.

**E. Discontinued Degree Programs**

1. List all full degree programs (not concentrations, minors, certificates, etc.) that have been planned for discontinuation since January 2018. For each, list the planned discontinuation date.
2. List the reason for planned discontinuation.
3. Confirm that all campus and system-level policies regarding discontinuation have been followed.  
(See [Attachment B: Link for Program Discontinuation](#))

**F. Academic Plan Table**

Edit last year’s approved campus academic plan, which is available online for downloading at <http://www.calstate.edu/app/programs/amp/index.shtml>. Please work from that Word document, using the “track changes” feature to indicate changes. Include proposed updates (and any corrections). The Chancellor’s Office will accept or delete proposed changes.

- a. List the degree of projected programs in the “Projected Program” column. Programs that have been approved in the last year should be moved to the “Existing Degree Type” columns.
- b. Enter approved pilot programs with the word “pilot” and the implementation year in parentheses after the degree title.
- c. Do not update original projected implementation years, even if a program will not be implemented by the year listed.
- d. Indicate accredited programs by underlining both the name of the program and the appropriate degree level.
- e. Optionally, you may indicate suspended programs with an “\*” next to the degree type; online programs with an “@”; and programs offered through special session with a “^” and offered through both state and special sessions with a “^^”. This data is formally recorded in the CSU Degrees Database.

- f. Other notes of interests should be entered as footnotes.
- g. It is not necessary to indicate the support mode (self- or state-support modes).

### **G. Other Important Notes**

1. Only projection proposals are submitted through this process; please do not submit degree program implementation proposals as part of the update to the campus academic plan. Degree program implementation proposals should be submitted separately to Academic Programs at [degrees@calstate.edu](mailto:degrees@calstate.edu), following the usual procedures.
2. Please do not list concentrations planned for elevation to full degree programs.
3. Online or self-support versions of existing state-support programs may be indicated by footnote on the Academic Plan Table and will appear in the CSU Degrees Database, but need not be entered in any other document in the Campus Academic Plan.
4. Subprograms (minors, options, concentrations and special emphases) are not reported.

## **2. Summary of WASC Accreditation Visits**

If, since the last annual report, a WSCUC team visited the campus as part of the accreditation process, include 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, also include a copy of the self-study, the complete report of the visiting team, and the letter from WSCUC affirming or reaffirming accreditation. (See [Attachment B: Link for Assessment Reporting Example](#))

## **3. Updated List of Accredited Academic Units and Programs**

Review for your campus the attached list of accredited schools, colleges, and degree and credential programs. Verify and update as necessary the date that accreditation was first granted, as well as the period of current accreditation. Specify degree designations (BA, BS) as well as title (business administration). Indicate if it is a certificate or credential program.

## **Questions?**

If there are questions about the reports requested, please contact Dr. Alison Wrynn at

(562) 951-4672 or [awrynn@calstate.edu](mailto:awrynn@calstate.edu). A list of links to relevant CSU Academic Planning policies and procedures is provided in Attachment B. Related policies are available online at <http://www.calstate.edu/app/policies/>. Thank you, in advance, for your assistance in providing updated material for these areas in the March 19-20, 2019 agenda item.

LJB/amw

#### Attachments

- c: Dr. Timothy P. White, Chancellor
- Dr. Alison Wrynn, Interim Assistant Vice Chancellor, Academic Programs and Faculty Development and Interim State University Dean, Academic Programs
- Dr. Sheila Thomas, Assistant Vice Chancellor, Self-Support Strategy and Partnerships and State University Dean, Extended Education
- Dr. Catherine Nelson, Chair, Academic Senate CSU
- Provosts and Vice Presidents, Academic Affairs
- Associate Vice Presidents, Academic Programs
- Associate Vice Presidents/Deans, Graduate Studies
- Associate Vice Presidents/Deans, Undergraduate Studies
- Chairs, Campus Academic Senates
- CSSA President

## **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

### **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 and 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***

Projected Degree Proposal Form

<http://www.calstate.edu/app/documents/Projected-DegreeProposal-Form.docx>

Program Implementation Proposal—Template

<http://www.calstate.edu/app/documents/program-proposal-template-and-tips-2018.docx>

Fast-Track Degree Programs

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

Pilot Degree Programs

<http://www.calstate.edu/app/documents/proceduresforpilotdegreeprograms.docx>

Changing CSU Degree Titles and Codes

[http://www.calstate.edu/app/documents/program\\_modification/Changing-a-Degree-Title-or-Suggesting-a-New-Code.pdf](http://www.calstate.edu/app/documents/program_modification/Changing-a-Degree-Title-or-Suggesting-a-New-Code.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](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](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](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/elevatingoptions.docx>

Degree Designation Change

[http://www.calstate.edu/app/documents/program\\_modification/degree\\_designation\\_changes.pdf](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](http://www.calstate.edu/app/documents/program_modification/pilot_conversion.pdf)

Converting Self-Support Programs to State-Support Mode

[http://www.calstate.edu/app/documents/program\\_modification/ss\\_to\\_state\\_conversion.pdf](http://www.calstate.edu/app/documents/program_modification/ss_to_state_conversion.pdf)

Adding a Self-Support Counterpart to a State-Support Degree Program

[http://www.calstate.edu/app/documents/program\\_modification/Adding\\_Self\\_Support\\_to\\_State-SupportFinal.pdf](http://www.calstate.edu/app/documents/program_modification/Adding_Self_Support_to_State-SupportFinal.pdf)

Discontinuing a Program

[http://www.calstate.edu/app/documents/program\\_modification/Program\\_Discontinuation.pdf](http://www.calstate.edu/app/documents/program_modification/Program_Discontinuation.pdf)

***Additional Program Planning Policies and other Information***

<http://www.calstate.edu/app/policies/>

***Academic Programs Department Home Page***

<http://www.calstate.edu/app/>

***Program Planning Resource Guide***

<http://www.calstate.edu/app/documents/prgplresguide2018.pdf>