

Academic Program Planning
401 Golden Shore, 6th Floor
Long Beach, CA 90802-4210

www.calstate.edu

Christine Hanson
State University Dean


Phone 562-951-4672
Fax 562-951-4982
chanson@calstate.edu

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MEMORANDUM

Date: July 14, 2008

To: Provosts at CSU Campuses Offering BVE Degree Programs

From: Christine Hanson 

Subject: Further Guidance on Discontinuation of BVE Programs

I am writing in follow up to Associate Vice Chancellor Keith Boyum's Coded Memo [AA-2008-22](#), concerning the discontinuation of Bachelor of Vocational Education (BVE) Degree Programs. This memorandum contains guidance on four issues: **(1) BVE student appeals, (2) BVE discontinuation Policy, (3) Relevant Education Code ("Swan" or BVE Statutes) and WASC accreditation standards, and (4) Additional policies to be followed in developing and offering new career and technical studies degree programs.**

Bachelor of Vocational Education degree programs are governed by Education Code sections [89220-89223](#), which were introduced by the 1943 Swan Bill and written, passed, and chaptered well before the California State University system had been established. In 1943 the laws were necessary in order to provide consistency in the education of vocational teachers. Once the CSU system was formed and a Board of Trustees was established and became responsible for CSU academic programs, the "Swan Bill" statutes became unnecessary, but they were never repealed. Over the decades as WASC accreditation standards, official CSU systemwide policy, and Title 5 Code of Regulations provisions have developed to ensure academic rigor and

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Chico
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Pomona
Sacramento
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San Francisco
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San Luis Obispo
San Marcos
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integrity, the original BVE statutes and regulations have become obsolete. The Chancellor's Office now turns to the campuses to discontinue BVE programs and to create new, more contemporary and relevant programs in career and technical studies, for which this memorandum provides guidance.

1. BVE Student Appeals

This spring, the Chancellor's Office appointed a CSU Review Panel to evaluate BVE/Swan Bill portfolios submitted for spring 2008 evaluation and beyond. To insure content validity and inter-rater reliability, the review criteria currently used are the requirements that were established by Education Code [89221 and 89223](#) and used previously in the review process. The review panelists are experienced evaluators who have been trained to achieve scoring consistency. This CSU process is intended to recommend academic credit only where appropriate learning and work experience are demonstrated in the portfolio.

Students who are dissatisfied with the outcome of their portfolio review are to be informed that they may submit a detailed appeal letter indicating the requirement(s) being contested and the basis of the appeal. The following process should be followed:

- Students wishing to appeal must submit a typewritten appeal and any supporting documentation should be submitted no later 30 days after notification of their score (or by August 9, 2008, whichever is longer) to:

BVE Appeals
Dr. Christine Hanson, State University Dean
CSU Office of the Chancellor
401 Golden Shore, Long Beach, CA 90802-4210

- The CSU Office of the Chancellor will make a final determination on appeal cases and will respond to students' appeal letters no later than 60 days after receipt of the appeal letter.

2. BVE Discontinuation Policy

Although the discontinuation of these programs is called for by the Chancellor's Office for legal and accreditation reasons, each of the involved California State University campuses is expected to take the necessary steps to formally discontinue the program. This includes suspending further BVE enrollment, adhering to the campus discontinuation policy, and submitting to the Chancellor's Office a discontinuation proposal for the existing BVE (or similarly named) program, as explained in Coded Memo [AAP-91-14](#).

[Executive Order 1036](#) Article 2.2.A requires (as did its predecessor, [EO 365](#)) that "The student seeking credit for documented prior learning shall be matriculated at the institution granting credit." Similarly, the 1991 discontinuance memo stipulates that discontinuation

proposals shall specify mechanisms that will permit “enrolled students” to complete their degrees. For the purposes of BVE discontinuation, the Chancellor’s Office requires that proposals define “enrolled students” as those who had both submitted a BVE/Swan Bill portfolio and had either matriculated to the CSU or had applied for admission (and were subsequently admitted to the university) by a date specified in the campus proposal. Campuses are expected to select a matriculation deadline that allows the timeliest and fairest resolution of the program discontinuance.

Proposals must also require students to meet CSU residence requirements (per Title 5 section 40403) in order to receive a BVE degree.

Please send completed discontinuation proposals to Chancellor Charles B. Reed at APP@calstate.edu for review and approval (and/or the proposals may be sent to Chancellor Reed at the CSU Office of the Chancellor, 401 Golden Shore, Long Beach, CA 90802-4210.

3. Relevant Education Code (“Swan” or BVE Statutes) and WASC Accreditation Standards

Education Code section 89220 established a Board of Examiners for Vocational Teachers consisting of “the Commission for Vocational Education, as created and established by the State Board of Education and two other members, selected by the trustees who are presidents of state colleges and who shall hold office at the pleasure of the trustees.” ([Click here for Ed Code](#))

- A group calling itself the “Board of Examiners” existed but the membership was not constituted according to statute. The group created its own set of bylaws.
- The group has sought to revise the Education Code to remove any CSU participation in the evaluation of CSU student work and the associated awarding of credit. (This violates WASC accreditation standards, as is discussed below.)
- With no legally constituted Board of Examiners in place to review the BVE/Swan portfolios submitted for spring 2008 evaluation, the CSU Chancellor’s Office in March 2008 decided to conduct CSU-coordinated reviews of pending BVE/Swan portfolios. This decision was first communicated to the California Department of Education (CDE) on March 20, 2008, and the CDE has agreed that the evaluation of CSU student work and the recommendations of academic credit toward CSU degrees is a CSU matter. Those claiming membership to the Board were notified on April 9, 2008 that the Board had no legal authority to act and that the CSU would be responsible for reviewing CSU students’ BVE/Swan work, including the more than 600 portfolios submitted for spring 2008 review.

Education Code section 89221 provides that “The board [of Examiners] shall set up an examination or shall evaluate the qualifications of vocational teachers desirous of qualifying

for the baccalaureate degree. The evaluation shall be based upon the education, completion of approved vocational teacher training, occupational experience, supervisory experience, and managerial experience of the candidate.”

- The CSU Review Panel is currently in the process of reviewing spring 2008 Swan Bill applications (portfolios) to assess student performance in the required areas specified in Education Code.

Education Code section 89221 provides that “The board is authorized to recommend to state colleges the number of units to be allowed towards a baccalaureate degree, but shall not recommend that a candidate be granted more than 40 units for occupational experience, supervisory experience and managerial experience.”

- The WASC limit for credits granted for experiential learning is 30 credits.
- The CSU wishes to bring new baccalaureate degree programs in career and technical studies into compliance with WASC standards.

Education Code section 89221 provides that “The evaluation shall be at the discretion of the board.”

- WASC accreditation standards require that faculty in the appropriate discipline conduct the evaluation of work and make the determination of credit to be awarded.
- The CSU wishes to bring new baccalaureate degree programs in career and technical studies into compliance with CSU policy, Title 5 regulations, and WASC standards.

Education Code section 89222 provides that “On the basis of the examination and an evaluation of the candidate's experience and other qualifications made by the board, the board shall recommend the granting of a baccalaureate degree in vocational arts by the California State University.”

- In accordance with established rigorous evaluation standards, the CSU Review Panel has recommended academic credit for some portfolios, while also requesting additional information or revised material of other applicants whose portfolios were incomplete. It has also rejected some portfolios that did not meet the minimum requirements set forth in Sections 89221, 89222 and 89223 of the California Education Code.

WASC Policy on Credit for Prior Experiential Learning

([WASC Handbook for Accreditation 2001](#), Policies and Practice, Credit for Prior Experiential Learning, p. 69).

10. “Fees charged are realistically related to the cost of the program. Adequate precautions are provided to ensure that payment of fees does not influence the award of credit.”

- The Board of Examiners has assessed a \$250 fee to evaluate CSU student work and to recommend credit.

- It has not been demonstrated that the cost to review each portfolio (or “application”) is \$250.00.
 - The CSULB foundation account that held BVE/Swan Bill fees had accumulated over \$200,000 by January 2008.
6. “Credit is awarded only by faculty holding regular appointments in the appropriate discipline. The awarding of credit, and the determination of the amount of such credit, is made by a qualified faculty member. The faculty member ensures that assessment procedures are appropriate for the credit awarded.”
- Education Code 89222 specifies that the Board of Examiners will recommend credit toward the BVE.
 - Title 5 40503 requires the CSU to apply Board-recommended credits toward the BVE major.
 - The CSU wishes to bring new baccalaureate degree programs in career and technical studies into compliance with WASC standards.
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4. Additional Policies to be Followed in New Career and Technical Education Degree Programs

The following list of policies is intended to guide development of new degree programs that prepare students for degrees in career and technical studies. It is not exhaustive of all policy related to undergraduate education, however. All applicable CSU policy, Title 5 regulations, and WASC standards apply. When preparing the degree proposal, please use the system-level template at http://www.calstate.edu/APP/documents/Proposal_Format.doc. Campuses desiring to launch their new baccalaureate career and technical studies degree programs as experimental 5-year pilot programs will find the procedures for pilot proposal and implementation at <http://www.calstate.edu/app/documents/pilotprocedures.pdf>.

CSU Executive Order 1036 (Supersedes EO 365)

[Systemwide Admission Eligibility and/or Baccalaureate Credit Awarded for External Examinations, Experiential Learning, and Instruction in Non-Collegiate Setting](#)

2.1 Designation of Authority

Each campus shall have the discretion to determine whether or not enrolled students may earn credit toward the baccalaureate for learning, knowledge, or skills acquired through experience. However, credit for learning, knowledge, or skills acquired through experience shall not be used in determining eligibility for admission.

2.2 Conditions of Award of Credit for Demonstrated Learning, Knowledge, or Skills Acquired Through Experience

Credit for documented learning, skills, and knowledge acquired through experience shall be subject to the following conditions:

- A. The student seeking credit for experiential learning shall be matriculated at the CSU campus granting credit.
- B. The assessment of experiential learning shall be made in the context of the institution's mission and degree programs and shall be appropriate to the applicant's degree objectives.
- C. Credit for such experiential learning shall be awarded only when it is academically creditable and verifiable as higher education credit.
- D. Before credit for experiential learning becomes a part of the student's academic record, the student shall complete at the undergraduate credit-granting campus a sufficient number of units to establish evidence of a satisfactory learning pattern. Decisions about the number of units and performance level shall be made in accordance with campus procedures.

2.3 Verification and Evaluation of Learning, Knowledge, or Skills Acquired through Experience

If campus policy permits award of such credit, the experience must be verified through written examinations, portfolios, personal interviews, demonstrations, and/or other appropriate means of documentation and must be evaluated in accord with legitimate academic standards by faculty who are competent in the appropriate disciplines. Supporting information may be supplied by a field supervisor and/or employer.

2.4 Application of Credit for Demonstrated Learning, Knowledge, or Skills Acquired Through Experience

Each campus shall have the discretion to determine the extent to which units earned for demonstrated learning, knowledge, or skills acquired through experience shall be applied either as major, general education, or elective credit. Decisions shall be made according to campus procedures.

2.5 Documentation

2.5.1 The student's academic record shall include and accurately describe the evidence and evaluation of demonstrated learning, knowledge, or skills acquired through experience.

2.5.2 Credit earned for demonstrated learning, knowledge, or skills acquired through

experience shall be clearly identified in the student's academic record.

- 2.5.3 The objectives, policies, procedures, and bases for the awarding of credit for demonstrated learning, knowledge, or skills acquired through experience shall be fully described in the campus catalog and web site.

WASC Handbook for Accreditation 2001, [Policies and Practice p. 69](#)

"Credit for Prior Experiential Learning"

2. Portfolio-based credit for prior experiential learning is awarded for no more than 30 semester units, or the equivalent, toward the degree. Credit is awarded only for documented learning which ties the prior experience to the theories and data of the relevant field.
4. Institutions using documentation and interviews in lieu of examinations, demonstrate that the documentation provides academic assurances of equivalency to credit earned by traditional means.
5. No assurances are made in advance regarding the number of credits to be awarded.
6. Credit is awarded only by faculty holding regular appointments in the appropriate discipline. The awarding of credit, and the determination of the amount of such credit, is made by a qualified faculty member. The faculty member ensures that assessment procedures are appropriate for the credit awarded.
10. Fees charged are realistically related to the cost of the program. Adequate precautions are provided to ensure that payment of fees does not influence the award of credit.

[Title 5 California Code of Regulations](#)

Division 5. Board of Trustees of the California State Universities

§ 40403. Required Residence

- (a) Except as otherwise provided in this Section, 30 units shall be earned in residence at the campus granting the degree. Twenty-four of these units shall be earned in upper division courses and 12 of the units shall be in the major.
- (b) Extension credit or credit by evaluation shall not be used to fulfill any requirement prescribed by this section; provided, however, that the Chancellor may designate specified extension courses that may be offered for residence credit and may establish policies and procedures under which residence credit may be earned by evaluation.

§ 40407. Extension Credit

A maximum of 24 semester units in extension course credit may be applied toward the degree. The Chancellor is authorized to establish and revise criteria for application of extension credits toward the degree in accordance with applicable law.

§ 40407.1 Special Session Credit

A maximum of 24 semester units in special session course credit earned through state supported or self supported regular course offerings in non-matriculated status may be applied toward the degree. The Chancellor is authorized to establish and revise criteria for application of special session credits earned through enrollment in state supported or self supported regular course offerings toward the degree in accordance with applicable law.

§ 40407.1 Credit Based on Examination

Unit credit toward the degree may be secured by passing an examination given or approved by the appropriate campus authority in courses offered by the campus and for which credit has not otherwise been allowed.

§ 40409. Community College Credit

No more than six semester units in education courses taken in a community college may be applied toward the baccalaureate degree or the professional preparation requirements of a teacher education basic credential program.

§40500. Bachelor of Arts Degree: [Required Curriculum](#)

§40501. Bachelor of Science Degree: [Required Curriculum](#)

§40508. The Bachelor's Degree: Total Units

Each campus shall establish and maintain a monitoring system to ensure that justification is provided for all program requirements that extend the baccalaureate unit requirement beyond 120 units.

A conference call will be scheduled to allow for follow-up discussion. Please look for the e-mail requesting your best available dates. If you have any questions or wish to discuss your proposal, please contact me at chanson@calstate.edu or at 526-951-4672.

- c: Dr. Gary Reichard
- Dr. Keith Boyum
- Presidents of Campuses with Bachelor of Vocational Education Programs
- Associate Provosts/Vice Presidents, Academic Affairs at Campuses with Bachelor of Vocational Education Programs
- Deans Responsible for Bachelor of Vocational Education Programs
- Coordinators, Bachelor of Vocational Education Programs