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**Reply requested by:
January 26, 2007**

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 invited, 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. Trustee action is planned for March 13-14, 2007.

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

Request for Submission

By **January 26, 2007**, please send updates of your campus academic plans, covering the years 2007-2008 through 2011-2012, to Dr. Christine Hanson, Interim Dean, Academic Program Planning, at APP@calstate.edu. Campuses that anticipate significant building or facilities renovation in the coming decade may submit a plan extending up to 2016-2017, as may any campus needing to plan beyond spring 2012. **Fast-Track proposals are due to the Office of Academic Program Planning by January 12, 2007.** 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. *A table, with changes appearing in the traditional four-column listing:*
 - a. Existing Schools/Divisions and Degree Programs Offered
 - b. Degree Designation (e.g. “BA”)
 - c. Year of Fall-term Implementation
 - d. Scheduled Review of Existing Programs (new programs will be reviewed after five years).
2. *A program-by-program summary of changes to the campus academic plan*

2006-2007 Academic Master Plan

Last year’s “Academic Planning and Program Review” agenda item was submitted to the Board of Trustees at the March 14-15, 2006 meeting. For reference, the document is available at <http://www.calstate.edu/BOT/agendas/mar06/EdPol.pdf> (see pages 42-104 of the pdf document). The resolution approving the academic plans appears on pages 50 and 51 of the pdf document and on pages 9 and 10 of the agenda item.

Types of Academic Program Updates to be Reported

I. *New Programs*

Proposed new baccalaureate programs and graduate programs that meet Trustee and system policy (listed as “*Trustee and System Academic Planning Policies*” later in this memo), as well as California Education Code, may be included in this annual update. New bachelor’s degrees should be as enduring as possible in content and title (see http://www.calstate.edu/APP/documents/Breadth_EPR85_13.pdf). New 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, that the programs have enrollment sufficient to support offering at least four graduate-level courses each year, that evidence is provided that the department can support the level of research required of a graduate program, and that 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.

(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/Fast_Track_Pilot_Programs.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/Fast_Track_Pilot_Programs.pdf). Proposals to change pilot programs to regular status should also be included in this update process.

VI. *Discontinued full degree programs*

Guidelines

I. *Format for Submitting Campus Academic Plans*

For this annual update, campus changes to the 2007-2008 plans reported in the following formats:

- A. A table, organized into the four columns listed below. Please take care to update the years appearing in the column titled “Schedule for Review of Existing Programs” and indicate by footnote any programs that are newly accredited or that have become unaccredited.
- B. A brief summary for each change submitted.

II. *Tables*

A. Please report these kinds of changes in the standard four-column table:

- 1. Existing Schools/Divisions and Degree Programs Offered
- 2. Degree Designation (e.g. “BA”)
- 3. Year of Fall-term Implementation of New Program
- 4. Scheduled Review of Existing Programs (new programs will be reviewed after five years)

For example, a new master’s program appears this way, alongside the existing BA and its review schedule:

College of Education			
Child Development	BA	MA 2007	2009-10

B. Please include these types of changes in the standard four-column table format:

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

III. *Summaries*

In addition to the four-column update, please include a one- to two-page summary statement for each proposed change to the academic plan (except for pilot-program conversions). 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

These 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*
“Degree Program Implementation Proposal—Template”
http://www.calstate.edu/app/documents/Proposal_Format.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
- *Fast-Track and Pilot Degree Programs*
http://www.calstate.edu/app/documents/Fast_Track_Pilot_Programs.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.

- c: Dr. Keith O. Boyum, Associate Vice Chancellor, Academic Affairs
Provosts/Vice Presidents, Academic Affairs
Associate Vice Presidents, Academic Programs
Associate Vice Presidents, Deans of Graduate Studies
Chairs, Academic Senates