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**Reply requested by:
January 22, 2007**

To: Provosts/Vice Presidents,
Academic Affairs

From: Gary W. Reichard 
Executive Vice Chancellor and Chief Academic Officer

**Subject: ANNUAL REPORTS: ACADEMIC PLANNING AND PROGRAM REVIEW
ON BOARD OF TRUSTEES AGENDA ITEM**

This coded memorandum serves as the annual call for academic planning and program review reports that will inform the March 13-14, 2007 Board of Trustees agenda item on Academic Planning and Program Review. We are asking that **by January 22, 2007**, the campuses send to Academic Program Planning (APP@calstate.edu) reports on the following items:

- I. Summary of assessment of student learning and actions taken**
- II. Total units required for baccalaureate degrees**
- III. Summary of WASC comprehensive or educational effectiveness visits (results and recommendations)**

I. Assessment Summary

Trustee policy requires each campus to review every academic program on a regular basis. For many years, campuses submitted summaries of campus program reviews to be included in the annual Board of Trustees agenda item on academic planning and program review. In order to consolidate and reduce reporting requirements, we have ceased to request these summaries, but we ask instead for limited information regarding each of the programs

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

reviewed in the prior year. Accordingly, we are requesting that for each academic program for which a review was completed in 2005-2006, the campus provide **by January 22, 2007** 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 Hanson (chanson@calstate.edu) **by January 22, 2007**.

II. 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." (Some campuses chose to accelerate program-by-program review of the total units required for a bachelor's degree.) Trustees have asked that a progress report be incorporated in the annual agenda item on academic planning and program review.

We therefore ask that each campus count and report for all of its degree programs **by January 22, 2007**, 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).
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.

The attached reporting form is provided for your convenience. Please submit completed forms to APP@calstate.edu **by January 22, 2007**.

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

1. In fulfillment of Trustee policy, if a WASC team visited the campus in 2005-2006 for a comprehensive or educational effectiveness review, e-mail to APP@calstate.edu by **January 22, 2007**, a summary of the major results and recommendations emerging from the visit. The summary should be approved by the President.
2. 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.

If there are questions about the reports requested, please contact Dr. Hanson, Interim Dean, Academic Program Planning at (562) 951-4672 or chanson@calstate.edu. Thank you, in advance, for your assistance in providing updated material for these three areas in the March 2007 agenda item.

Attachment

cc: Dr. Keith O. Boyum, Associate Vice Chancellor, Academic Affairs
Presidents
Associate Vice Presidents, Academic Programs
Associate Vice Presidents/Deans, Graduate Studies
Associate Vice Presidents/Deans, Undergraduate Studies
Chairs, Campus Academic Senates
Chair, Academic Senate CSU
CSSA Liaison Office

