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**Reply requested by:
January 25, 2008**

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 11-12, 2008 Board of Trustees agenda item on Academic Planning and Program Review. We are asking that **by January 25, 2008**, the campuses send to Academic Program Planning (APP@calstate.edu) updated 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 reviewed in the prior year. Accordingly, we are requesting that for each academic program for which a review was completed in 2006-2007, the campus provide **by January 25, 2008** a brief summary (no more than two or three pages per campus), reporting the following:

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

Report on Reduction of Total Units Required for a Baccalaureate Degree
Approved for 2007-2008

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 25, 2008**.

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 25, 2008**, 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. **Reviewed 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). (*for example, Professional accreditation requirements*).
3. **Reviewed programs that have not reduced 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. *Please include a very brief explanation of the reason for exceeding 120 units (for example, professional accreditation requirements).*

The attached reporting form is provided for your convenience. Please submit completed forms to APP@calstate.edu by **January 25, 2008**.

Report on Reduction of Total Units Required for a Baccalaureate Degree
Approved for 2007-2008

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 2006-2007 for a comprehensive or educational effectiveness review, e-mail to APP@calstate.edu by **January 25, 2008**, 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

**Report on Reduction of Total Units Required for a Baccalaureate Degree
Approved for 2007-2008**

Campus: _____

TOTALS

(1)	(2)	(3)
Degree programs now requiring 120 semester (180 quarter units) for the baccalaureate degree	Degree programs for which the total units required for a baccalaureate degree were reviewed and reduced, but not to 120 semester units (180 quarter units)	Degree programs for which the total units required for a baccalaureate degree exceed 120 semester units (180 quarter units) and have not been reduced.
<i>Number:</i> _____	<i>Number:</i> _____	<i>Number:</i> _____

List of degree programs for which the total units required for a baccalaureate degree were reduced for 2007-2008:

Degree	Title	Number of units previously required	Number of units currently required
<i>Example:</i>			
BS	<i>Kinesiology</i>	129	124

List of degree programs for which the total units required for a baccalaureate degree exceed 120:

Degree	Title	Number of units required	Reason for more than 120 required
<i>Example:</i>			
BS	<i>Environmental Systems</i>	129	<i>Embedded certificate</i>