

**Response requested by  
January 5, 2015**

**Code: AA-2014-16**

**MEMORANDUM**

**Date:** October 13, 2014

**To:** Presidents

**From:** Ephraim P. Smith   
Executive Vice Chancellor and Chief Academic Officer

**Subject:** **REQUEST FOR TRUSTEES REPORTS: Academic Plans and Accreditation Updates**

**This memorandum serves as the formal annual call for academic planning reports that will inform the March 24-25, 2015 CSU Board of Trustees agenda item on academic planning.**

We are asking that **by January 5, 2015**, campuses please 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:

- I. Proposed updates to campus academic plans;
- II. Summary of program review, assessment findings, and improvement actions;
- III. Summary of WASC comprehensive or educational effectiveness visits (results and recommendations); and
- IV. List of accredited academic units or programs

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

## ***I. Proposed Updates to Campus Academic Plans***

### **How are this year's plans to be organized and submitted?**

By **January 5, 2015**, please send updates of your campus academic plans, covering the years 2015-16 through 2025-26, to Dr. Christine Mallon, Assistant Vice Chancellor, Academic Programs and Faculty Development, at [APP@calstate.edu](mailto:APP@calstate.edu). Campuses are not required to indicate projections through the entire ten-year period; it is acceptable to have no new programs planned. Questions may be addressed to Chris at (562) 951-4672 or [cmallon@calstate.edu](mailto:cmallon@calstate.edu).

1. **Updated Academic Plan Table:** An editable, electronic Word version of last year's 2014-15 campus academic plan will be sent to each campus Office of Academic Affairs. Please indicate proposed updates (and any corrections) by using the **"Track Tools"** feature in Microsoft Word, and return it to [cmallon@calstate.edu](mailto:cmallon@calstate.edu) with the rest of the campus report. The Chancellor's Office will accept or delete proposed changes and return the final documents to campuses. *Please identify each online program projection. Note: Projected implementation dates should not be changed on the academic plans, even if the programs will not be implemented by the year first projected. Projection dates can only be modified after five years after the initial implementation date.*
2. **Summaries:** Please provide a very brief overview, explaining the proposed changes to the campus academic plan.

### **Which types of program updates and summaries are to be included?**

#### **Projected New Programs**

This annual update will include projections to implement new baccalaureate programs and graduate programs. *Please identify each online program projection.* Subprograms (minors, options, concentrations, and special emphases) are not reported. 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.

#### **A. 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. Graduate programs are more appropriately specialized. (Also see the document posted at: [http://www.calstate.edu/APP/documents/Breadth\\_EPR85\\_13.pdf](http://www.calstate.edu/APP/documents/Breadth_EPR85_13.pdf).)

#### **B. Projected Graduate Degree Programs**

**Reminder** 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:

1. They include at least 5 full-time faculty with the appropriate terminal degree,
2. The programs have enrollment sufficient to support offering at least four graduate-level courses each year,
3. Evidence is provided that the department can support the level of research required of a graduate program, and
4. Not less than one half of the units required for the degree shall be in courses organized primarily for graduate students.

Please see these long-standing recommendations for graduate education:  
[http://www.calstate.edu/APP/documents/Graduate\\_Level\\_EPR\\_82\\_39.pdf](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](http://www.calstate.edu/APP/documents/AAP_91_04_Recommendations_Graduate_Education.pdf).)

### **When reporting new degree program projections on the academic plan**

In addition to the table update, please include a *very* brief summary for each proposed new projection on the academic plan. Please note that new bachelor's degrees should be as enduring as possible in content and title. Breadth is the hallmark of bachelor's degrees, and more narrow specialization occurs at the graduate level. Summaries should address concisely the following elements, which are the criteria by which proposed changes to the CSU Academic Master Plan are evaluated:

1. Delivery mode: fully face-to-face, hybrid, or fully online program;
2. A brief summary of the purpose and characteristics of the proposed degree program;
3. The program's fit with the campus mission and strategic plan;
4. Support mode: state support or self-support/extended education;
5. Anticipated student demand;
6. Workforce demands and employment opportunities for graduates;
7. Other relevant societal needs;
8. An assessment of the required resources and a campus commitment to allocating those resources; and
9. As applicable:
  - a. If the projection is a pilot program, please list the academic years during which the program will operate in pilot status.

- b. 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.

### **C. Delayed Projected Programs**

In July 1997, a 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 and may remain on the plan indefinitely.

The request will follow the format for proposing new projections, and will begin with an explanation of why the projection was not developed into a proposal and implemented, and will also detail the changes in place that will ensure implementation and maintenance of a successful program.

### **D. 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/fasttrackprocedures.pdf> )

**E. 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. (<http://www.calstate.edu/app/documents/pilotprocedures.pdf>)

Proposals to change pilot programs to regular status must be approved by the Chancellor in order to continue enrolling students beyond the authorized five-year pilot period.

([http://www.calstate.edu/app/documents/program\\_modification/pilot\\_conversion.pdf](http://www.calstate.edu/app/documents/program_modification/pilot_conversion.pdf))

**F. Discontinued full degree programs**

1. Please indicate whether enrollment has been suspended or if the program is planned to be discontinued permanently.

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

2. If a discontinuation is reported to us for the first time, please confirm that all campus and system-level policies regarding discontinuation have been followed.

**New**

3. Please list all degree programs in "suspended admission" status and specify the number of years during which the program has not admitted new students.

## ***II. Summary of program review, assessment findings, and improvement actions***

Trustee policy requires each campus to review every academic program on a regular basis. For a sample of academic program for which a review was completed in 2013-2014, please provide **by January 5, 2015**, very brief responses (in narrative form, not on a matrix) to the following four prompts:

1. Please list the student learning outcomes (SLOs) for programs reviewed.
2. Please briefly summarize the findings from the student learning outcomes assessments and indicate if the desired levels of learning were achieved.
3. Briefly describe the improvement actions taken based on findings.
4. Indicate any other significant findings from the program review. (Examples of possible other significant findings: commendations, description of program strengths and areas needing additional attention (if any), future program goals.)

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 Mallon ([APP@calstate.edu](mailto:APP@calstate.edu)) **by January 5, 2015**.

If you have any questions regarding the information required for this assessment section, please contact Dr. Marilyn Korostoff at [mkorostoff@calstate.edu](mailto:mkorostoff@calstate.edu) for assistance.

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

In fulfillment of Trustee policy, if since the last report to the trustees a WASC team visited the campus as part of the institutional review process (IRP), e-mail to [APP@calstate.edu](mailto:APP@calstate.edu) **by January 5, 2015** 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, please send a copy of the self-study, the complete report of the visiting team, and the letter from WASC affirming or reaffirming accreditation.

***IV. List of accredited units (schools, colleges, departments) and programs. Please review the attached list of accredited programs for your campus. Verify the date that accreditation was first granted, as well as period of current accreditation, and make any necessary changes.***

If there are questions about the reports requested, please contact Dr. Christine Mallon at (562) 951-4672 or [cmallon@calstate.edu](mailto:cmallon@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 2015 agenda item.

#### Attachments

- c: Dr. Timothy P. White, Chancellor
  - 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
  - Chair, Academic Senate CSU
  - CSSA Liaison Office
  - Dr. Ron Vogel, Associate Vice Chancellor, Academic Affairs
  - Dr. Christine Mallon, Assistant Vice Chancellor, Academic Programs and Faculty Development
  - Dr. Sheila Thomas, Assistant Vice Chancellor, Self-Support Strategy and Partnerships/Extended Education

## 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

#### 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. 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***

Program Implementation Proposal—Template  
[https://www.calstate.edu/app/program\\_dev.shtml](https://www.calstate.edu/app/program_dev.shtml)

*Fast-Track Degree Programs*

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

*Pilot Degree Programs*

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

Changing CSU Degree Titles and Codes

[http://www.calstate.edu/app/documents/program\\_modification/ChangeTitleCode.pdf](http://www.calstate.edu/app/documents/program_modification/ChangeTitleCode.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/program\\_modification/Option\\_Elevation.pdf](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](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

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

Additional program planning information is available at <http://www.calstate.edu/APP>

**More** For a list of frequently-cited academic planning policies, see:  
<http://www.calstate.edu/app/policies/>