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Date: April 4, 1985
To: Vice Presidents, Academic Affairs
From: *Anthony J. Moyer*
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Associate Vice Chancellor
Educational Programs and Resources
Subject: Modification of Forms for Submitting Proposals for New Degree Major Programs and Options, Concentrations and Special Emphases

In connection with the publication of an updated report on Academic Program and Resource Planning in The California State University, we have made some nonsubstantive changes to the forms for submitting new majors, options, and concentrations. These changes are shown explicitly in the attached forms. They are designed to clarify the instructions in areas where we have typically had to follow up on proposals with additional questions. In addition to these editorial changes, we have eliminated what was previously Table I (the information in that table can be derived from Sections 1-e and 1-f of the proposal).

The revised forms will be issued in the report on Academic Program and Resource Planning. You may begin using the revised form before that time, and we will continue to accept proposals using the old format for a phase-in period of one year (note that with two exceptions, items have not been renumbered).

Distribution: Presidents
Associate Vice Presidents/Deans for Academic Planning
Deans of Undergraduate Studies
Deans of Graduate Studies
Office of the Legislative Analyst
Chancellor's Staff - w/o attachments

APPENDIX A

PROCEDURE FOR SUBMITTING PROPOSALS FOR NEW DEGREE MAJOR PROGRAMS*

A campus, in accordance with its approved academic master plan, submits detailed proposals for new degree major programs to the Division of Educational Programs and Resources for review and approval in the academic year preceding projected implementation. Approval of any degree major program is subject to campus assurances that financial support, qualified faculty, physical facilities and library holdings sufficient to establish and maintain the program will be available within current budgetary support levels. The proposal must follow the format below, and ~~eight~~ six copies should be sent to the Deputy/Dean/for/Instructional/Programs/in the Division of Educational Programs and Resources, Office of the Chancellor.

1. Definition of the Proposed Degree Major Program
 - a. Name of the California/State/University/Or/College campus submitting the request, the full and exact designation (degree terminology) for the proposed degree major program, and academic year of intended implementation.
 - b. Name of the department, departments, division or other unit of the campus which would offer the proposed degree major program. Identify the unit which will have primary responsibility.
 - c. Name, title and rank of the individual(s) primarily responsible for drafting the proposed degree major program.
 - d. Objectives of the proposed degree major program.
 - e. Total number of units required for the major. List of all courses, by catalog number, title, and units of credit, to be specifically required for a major under the proposed degree program. Identify those new courses which are 1) needed to initiate the program and 2) needed during the first two years after implementation. Include proposed catalog description of all new courses.

- f. List of elective courses, by catalog number, title, and units of credit, which can be used to satisfy requirements for the major. Identify those new courses which are 1) needed to initiate the program and 2) needed during the first two years after implementation. Include proposed catalog description of all new courses.

(NOTE: With regard to e. and f., a proposed program should take advantage of courses already offered in other departments when subject matter would otherwise overlap or duplicate existing course content.)

- g. If any formal options, concentrations or special emphases are planned under the proposed major, explain fully.
- h. Course prerequisites and other criteria for admission of students to the proposed degree major program, and for their continuation in it.
- i. Complete Table I in as much detail as possible using the list of courses and their credit values from part I sections e, f, and h in order to identify the broad discipline areas in which a typical student major will generate student credit units. Include only the units required for completion of this specific major. Do not include general education or free electives.
- j/i. Explanation of special characteristics of the proposed degree major program, e.g., in terminology, units of credit required, types of course work, etc.
- kj. For undergraduate programs, provisions for articulation of the proposed major with community college programs.
- l/k. Provision for meeting accreditation requirements, where applicable, and anticipated date of accreditation request.

(NOTE: Where applicable, establishment of a master's degree program should be preceded by national professional accreditation of the corresponding bachelor's degree major program.)

2. Need for the Proposed Degree Major Program

- a. List of other California State University and Colleges campuses currently offering or projecting the proposed degree major program; list of neighboring institutions, public and private, currently offering the proposed degree major program. Differences//if/any//from/these programs/
- b. Relation/of/the/proposed/degree/major/program/to/the projected/curricular/development//respectively//of/the department//division/and/or/school//and/campus/
Differences between the proposed program and programs listed in (a) above.
- c. List of other curricula currently offered by the campus which are closely related to the proposed program. Enrollment figures during the past three years in specified courses or programs closely related to the proposed degree major program. If a formal minor, option or concentration is offered in the proposed subject area, indicate the number of students enrolled.
- d. Results of a formal survey in the geographical area to be served indicating demand for individuals who have earned the proposed degree and evidence of serious student interest in majoring in the proposed program. Justify any discrepancies between national/statewide/professional manpower surveys and local findings.
- e. For graduate programs, the number of declared undergraduate majors and the degree production over the preceding three years for the corresponding baccalaureate program.
- f. Professional uses of the proposed degree major program.
- g. ~~Indicate~~ The expected number of majors in the year of initiation and three years and five years thereafter. ~~Indicate~~ The expected number of graduates in the year of initiation and three years and five years thereafter.

(NOTE: This degree major program will be subject to performance program review evaluation approximately within three five years after implementation.)

3. Existing Support Resources for the Proposed Degree Major Program

(NOTE: Sections 3 and 4 and Table II I should be prepared in consultation with the campus administrators responsible for faculty staffing and instructional facilities allocation and planning.)

- a. Faculty members, with rank, appointment status, highest degree earned, date and field of highest degree, and professional experience (including publications if the proposal is for a graduate degree), who would teach in the proposed program.

(NOTE: For proposed graduate degree programs, a minimum of five full-time faculty members with the terminal professional degree should be on the program staff.)

- b. Space and facilities that would be used in support of the proposed program. Show how this space is currently used and what alternate arrangements, if any, will be made for the current occupants.
- c. Library resources to support the program, specified by subject areas, volume count, periodical holdings, etc.
- d. Equipment and other specialized materials currently available.

4. Additional Support Resources Required

(NOTE: If additional support resources will be needed to implement and maintain the program, a statement by the responsible administrator(s) should be attached to the proposal assuring that such resources will be provided.)

- a. Complete Table II I, indicating those discipline categories which will be affected by the proposed degree/major/program // If the increase in SCW due to the proposed program is not generated by growth in overall/FTE, decreases should be shown where appropriate. Enrollment and faculty positions should be shown for all discipline categories which will increase because of the new program and for all discipline categories which will decrease because of the new program. If faculty positions are to be transferred into the new program from other areas, the reductions in faculty positions should be shown in the appropriate discipline category.

- b. ~~Describe~~ Any special characteristics of the additional faculty or staff support positions needed to implement the proposed program.
 - c. ~~Indicate~~ The amount of additional lecture and/or laboratory space required to initiate and sustain the program over the next five years. Indicate any additional special facilities that will be required. If the space is under construction, what is the projected occupancy date? If the space is planned, indicate campuswide priority of the facility, capital outlay program priority, and projected date of occupancy.
 - d. ~~Describe~~ Additional library resources needed. Indicate the commitment of the campus to purchase or borrow through inter-library loan these additional resources.
 - e. Additional equipment or specialized materials that will be 1) needed to implement the program, and 2) needed during the first two years after initiation. Indicate source of funds and priority to secure these resource needs.
5. Abstract of the Proposal and Proposed Catalog Description
- Attach an abstract of the foregoing proposal, not to exceed two pages, and a complete proposed catalog description, including admission and degree requirements.

**TABLE I. DISTRIBUTION OF COURSE CREDIT UNITS (CCU)
FOR A TYPICAL STUDENT MAJOR**

List units required for completion of this specific *major* only. Indicate ranges of units, where appropriate, in the body of the table. If a requirement is to be fulfilled by choosing among a set of alternatives that fall in more than one discipline category, indicate the units in each category and mark them with an asterisk.

DISCIPLINE CATEGORY*	CCU Required for the Major (include prerequisites)			CCU Strongly Recommended for the Major		
	LD	UD	GD	LD	UD	GD
Agriculture & Natural Resources						
Architecture & Environmental Design						
Area Studies						
Biological Sciences						
Business & Management						
Communications						
Computer & Information Sciences						
Education						
Physical Education						
Industrial Education						
Engineering						
Fine and Applied Arts						
Foreign Languages						
Health Professions						
Nursing						
Home Economics						
Letters						
Library Science						
Mathematics						
Military Science						
Physical Sciences						
Psychology						
Public Affairs and Services						
Social Sciences						
Interdisciplinary Studies						
TOTAL UNITS						

*HEGIS categories as modified for faculty staffing.

TABLE K. PROJECTED CAMPUS TOTAL STUDENT CREDIT HOURS AND FULL-TIME EQUIVALENT FACULTY (FTEF) ATTRIBUTABLE TO THE PROPOSED DEGREE PROGRAM

This table should be prepared by the campus administrators responsible for faculty staffing and instructional facilities allocation and planning.

DISCIPLINE CATEGORY* Note: Campus schools and departments may be substituted for HEGIS categories in this column. DISCIPLINE CATEGORY*	YEAR OF INITIATION				3 YEARS THEREAFTER				5 YEARS THEREAFTER				
	Without the Program		With the Program		Without the Program		With the Program		Without the Program		With the Program		
	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF	
Agriculture and Natural Resources													
Architecture and Environmental Design													
Area Studies													
Biological Sciences													
Business and Management													
Communications													
Computer and Information Sciences													
Education													
Physical Education													
Industrial Education													
Engineering													
Fine and Applied Arts													
Foreign Languages													
Health Professions													
Nursing													
Home Economics													
Letters													
Library Science													
Mathematics													
Military Science													
Physical Sciences													
Psychology													
Public Affairs and Services													
Social Sciences													
Interdisciplinary Studies													
Campus Total													

*HEGIS categories as modified for faculty staffing Enrollment Allocation Approved University Enrollment Allocation Approved University Enrollment Allocation

APPENDIX B

Procedure for Submitting Proposals for New Options, Concentrations, Special Emphases and Minors*

Each new option, concentration, special emphasis, and minor is subject to review and approval by the Office of the Chancellor unless it is exempted under the provisions of Executive Order No. 283 (Appendix C), which delegates approval authority to the Presidents. While campuses may have unique definitions, an option, a concentration, and a special emphasis are all defined for purposes of system review as an aggregate of courses within a degree major designed to give a student specialized knowledge, competence, or skill. A minor is a formal aggregate of courses in a designated subject area distinct from and outside the student's degree major, consisting of 12 or more semester units, of which at least six must be upper division (Section 40500(c) of Title 5).

The information required for review and approval of a proposed option, concentration, special emphasis, or minor is less detailed than for a full degree major program. Requests for approval of an option, concentration, special emphasis, or minor should follow the format below, and ~~eight~~ six copies should be sent to the ~~DEPUTY~~ DEAN/for/INSTRUCTIONAL/Programs/IN/THE Division of Educational Programs and Resources, Office of the Chancellor.

1. Name of the California/State/University/Or/College campus submitting the request, and the full and exact title of the proposed aggregate of courses, and whether it is an option, concentration, special emphasis, or minor.
2. Full and exact title of the degree major program under which the aggregate of courses will be offered, where applicable.
3. Options, concentrations, or special emphases already existing under the degree major program for which the new aggregate of courses is proposed.
4. Department(s) to offer the aggregate of courses.
5. Purpose of the proposed aggregate of courses.
6. Need for the proposed aggregate of courses.
7. List of the courses, by catalog number, title, and units of credit, as well as total units to be required under the proposed aggregate of courses.

8. List of courses, by catalog number, title, and units of credit as well as total units to be required for the major in which the proposed aggregate of courses is to be included.
9. Additional/courses//not/nw/offered. New courses to be developed. for/this/proposed/aggregate/of/courses/
Include proposed catalog descriptions.
10. List of all present faculty members, with rank, appointment status, highest degree earned, date and field of highest degree, and professional experience who would teach in the proposed aggregate of courses.
11. Additional instructional resources (faculty, space, equipment, library volumes, etc.) needed to implement and sustain the proposed aggregate of courses. List all resources needed for the first five years beyond those currently projected, including specific resource, cost, and source of funding.