MEMORANDUM

TO: CSU Presidents
FROM: Sylvia A. Alva, Ph.D.
Executive Vice Chancellor

SUBJECT: Request for Trustee Reports: Campus Academic Plans and Accreditation Updates

This memorandum serves as the formal annual request for academic planning reports that will inform the March 22-23, 2022 California State University Board of Trustees agenda item on academic planning.

By January 7, 2022, campuses are asked to submit their materials to the Academic Programs, Innovations and Faculty Development office via the Academic Master Plan submission form. Files should be Microsoft Word versions only (no PDF documents or Excel documents) of updated reports on the following items:

1. Academic Master Plan
   a. Updates to the Ten-Year Overview of Planned Programs;
   b. Updates to the Campus Academic Plan;
   c. Lists of suspended and discontinued programs;
2. Summary of WASC Senior College and University Commission (WSCUC) accreditation visits (results and recommendations); and
3. List of accredited academic units or programs.

Your cooperation in meeting the deadline is most appreciated. We would welcome submissions of reports before the deadline. Instructions for preparing this year’s report are provided in this memorandum and its attachments.
1. Proposed Updates to the Academic Master Plan

By January 7, 2022 submit updates of your campus Ten-Year Overview of Planned Programs and Campus Academic Plan, covering the years 2022-23 through 2031-32, using the Academic Master Plan submission form. Copies of each campus’s documents will be provided under separate cover to Academic Affairs.

Ten-Year Overview of Planned Programs:
New projected degree programs – those for which the campus seeks authorization to develop a new degree program proposal – must meet CSU Board of Trustees and system policy and California Education Code requirements. More information on new program development can be found at the Academic Programs/Program Development website. Please see Attachment B, Paragraphs A and B for more information on updating the Ten-Year Overview of Planned Programs.

Campus Academic Plan – Existing and Projected Degree Programs:
Using track changes, please include projected degrees, recently approved degrees and pilot degrees on the Campus Academic Plan. Properly notate pilot degrees and suspended degrees following the guidelines in Attachment B, Paragraphs D and F. Remove and list separately discontinued degree programs (Attachment B, Paragraph E). Each Campus Academic Plan can be found on the Academic Master Plan website. Additional information on updating can be found in Attachment B, Paragraph F.

2. Summary of WSCUC Accreditation Visits

If, since the last AMP submission, a WSCUC team visited the campus as part of the accreditation process, include 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, also include a copy of the self-study, the complete report of the visiting team and the letter from WSCUC affirming or reaffirming accreditation.

3. Updated List of Accredited Academic Units and Programs

Review for your campus the list of accredited schools, colleges, degree and credential programs. Verify and update as necessary the date that accreditation was first granted, as well as the period of current accreditation. Specify degree designations (e.g., B.A., B.S.) as well as title (e.g.,
business administration) and indicate if it is a certificate or credential program. Current campus accreditation lists can be found on the [Accredited Programs](#) website.

### Questions?

If there are questions about the reports requested, please send them to: [app@calstate.edu](mailto:app@calstate.edu). Please refer to Attachment A for an overview of Trustee and System Academic Planning Policies. Specific instructions for completing the requested updates can be found in Attachment B. Related policies are available online at the [Academic Policies](#) page. Thank you, in advance, for your assistance in providing these updated materials for the March 22-23, 2022 CSU Board of Trustees meeting.

SAA/ml

**Attachments**

c: Dr. Joseph I. Castro, Chancellor  
Dr. Robert Keith Collins, Chair, Academic Senate CSU  
Dr. Alison Wrynn, Associate Vice Chancellor, Academic Programs, Innovations and Faculty Development  
Dr. Melissa Lavitt, Assistant Vice Chancellor and State University Dean, Academic Programs  
Dr. Sheila Thomas, Assistant Vice Chancellor, Self-Support Strategy and Partnerships and State University Dean, Extended Education  
Dr. Brent Foster, State University Associate Dean, Curriculum and Assessment 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  
CSSA President
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

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 and 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

Academic Planning Policies and Procedures for AMP Submission

Please include a summary of all updates to the Campus Academic Plan, as addressed in parts A, B, C, D, E, F and G—described below.

A. Ten-Year Overview of Planned Programs
This document lists only programs that have not yet been implemented. Please make edits in Word using track-changes:

- Enter any new projections in bold, but do not add them to the Campus Academic Plan.
- Change last year’s BOT approved projections from red to black. Additionally, make sure these previously BOT approved projections are added to the Campus Academic Plan.
- Remove projections that are no longer planned for implementation.
- Update the “Currently Planned Implementation Year” as needed, but do not change the year approved by BOT or the year originally approved for implementation. (See next section on Delayed Projected Programs). All current implementation years must be 2022 or later.

B. Delayed Projected Programs
Program projections are automatically removed from the Campus Academic Plan if the associated degree proposals are not submitted within five years of the original approval by the BOT. Campuses wishing to retain a delayed projection on the Campus Academic Plan must provide a campus-approved request that the program remain on the Ten-Year Overview of Planned Programs. Guidance on re-proposing a degree projection can be found at the Academic Master Plan website.

The request shall also detail the changes in place that will ensure implementation and maintenance of a successful program.

“Foundational” liberal arts and science undergraduate programs (see Attachment A) are exempt from this timeline and may remain on the plan indefinitely.

C. Projected Degree Proposals
Projected degree programs—those for which the campus seeks authorization to develop a New Degree Program proposal—must meet trustee and system policy and California Education Code requirements. More information on “Trustee and System Academic Planning Policies” is provided in Attachment 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. Please see the document “Guidelines for Breadth in New Bachelor’s Degree Majors” in Attachment B.
Projected Graduate Degree Programs

Graduate programs are more appropriately specialized than bachelor’s degrees. 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. Please see documents in Attachment B related to graduate education.

Further requirements of new graduate programs include that:

- They are staffed by at least five full-time faculty with the appropriate terminal degree;
- The programs have enrollment sufficient to support offering at least four graduate-level courses each year;
- The department can support the level of research required of a graduate program; and
- Not less than one half of the units required for the degree shall be in courses organized primarily for graduate students.

Utilizing the [Projected Degree Proposal Form](#), address concisely the following evaluation criteria:

a. Degree designation and title (e.g., BS in Biochemistry);
b. Projected implementation term/year;
c. A brief summary of the purpose and characteristics of the proposed degree program;
d. Dates associated with campus approval of new programs;
e. Delivery format: fully face-to-face, hybrid, or fully online;
f. Support mode: state-support or self-support;
g. Anticipated student demand;
h. Workforce demands and employment opportunities for graduates;
i. Other relevant societal needs;
j. An assessment of the required resources and a campus commitment to allocating those resources; and
k. 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.

D. Suspended Degree Programs

1. List all full degree programs (not concentrations, options, emphasis, minors, certificates, credentials) placed in “suspended admission” status since January 2021 and please list the reason for planned enrollment suspension.

E. Discontinued Degree Programs

1. List all full degree programs (not concentrations, options, emphasis, minors, certificates, credentials) that have been planned for discontinuation since January 2021. For each, list the planned discontinuation date.
2. List the reason for planned discontinuation.
3. Confirm that all campus and system-level policies regarding discontinuation have been followed. ([See Policies on Academic Program Discontinuation](#))
F. **Campus Academic Plan**

Edit (using Word and track-changes) last year’s approved Campus Academic Plan, which is available online for downloading at the [Academic Master Plan](#) website. Include proposed updates (and any corrections). The Chancellor’s Office will accept or delete proposed changes.

1. List the type of degree (e.g., BA or BS) for each BOT approved projected program in the “Projected Program & Originally Approved Implementation Year” column. Programs that have been fully approved and implemented in the last year should be moved to the “Existing Degree Type” column, with an appropriate date noted in the “Academic Year for Scheduled Program Review” column.
2. Enter approved pilot programs with the approved implementation year in parentheses after the degree title as: (Pilot, 20XX).
3. Do not change original projected implementation year, even if a program will not be implemented by the year noted.
4. Indicate accredited programs by underlining both the name of the program and the appropriate degree level.
5. Indicate suspended programs with an “*” next to the degree type; online programs with an “@”; and programs offered through self-support with a “^” and offered through both state-support and self-support with a “^^”. This data should agree with information in the CSU Degrees Database.
6. Other notes of interest should be entered as footnotes.

G. **Other Important Notes**

1. Only Projected Degree proposals are submitted through this process; please do not submit New Degree Program proposals as part of the update to the Campus Academic Plan. New Degree Program proposals should be submitted separately to Academic Programs at degrees@calstate.edu, following the usual procedures.
2. Please do not list concentrations/options/emphases planned for elevation to full degree programs.
3. Online delivery, programs offered through self-support and programs offered through both state- and self-support should be indicated by footnotes on the Campus Academic Plan. These should be consistent with information in the CSU Degrees Database.
4. Subprograms (minors, concentrations, options and emphases) are not reported.