

# THE CALIFORNIA STATE UNIVERSITY

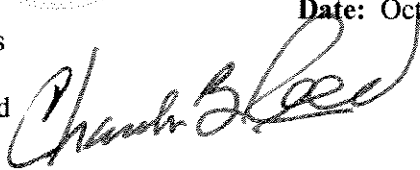
OFFICE OF THE CHANCELLOR

Code: AA-2006-42

Date: October 20, 2006

To: CSU Presidents

From: Charles B. Reed  
Chancellor



Subject: Revised Criteria and Procedures for Discontinuing Joint  
CSU-UC Doctor of Education Degree Programs

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

This revised memorandum supersedes AA-2006-09 *Criteria and Procedures for Discontinuing Joint Ed.D. Programs*. The organization of material in this revision is intended to clarify established policies and procedures governing the discontinuation of Doctor of Education (Ed.D.) programs offered jointly between the California State University (CSU) and the University of California (UC). While the ordering of information has changed from the original coded memorandum, only one review criterion has been added: *The teach-out plan included in the discontinuation proposal shall be signed by all institutions participating in the joint doctoral program*. Additionally, with this revised policy, campuses are instructed to append their official discontinuation plan and the chancellor's discontinuation-approval letter to their CSU implementation proposal and WASC Substantive Change Proposal.

These policies and procedures are distinct from the policies and procedures governing discontinuation of other CSU academic programs.

## Procedures

1. Before any discontinuation process begins, the campus president shall discuss with the chancellor the intent to initiate a formal discontinuation process.
2. The CSU campus president shall not officially discontinue a joint Ed.D. program until the CSU chancellor has approved the formal discontinuation plan.
3. Discontinuation plans for joint CSU-UC Ed.D. programs shall include all "discontinuation plan criteria" specified in this coded memorandum.
4. The CSU campus shall ensure that appropriate consultation with faculty and other stakeholders shall take place regarding the plan to discontinue a joint Ed.D. program.
5. Subsequent to approval at the campus level, the CSU campus president shall submit an official discontinuation plan to the CSU chancellor for review and comment. Plans should be addressed to the CSU chancellor and submitted to [APP@calstate.edu](mailto:APP@calstate.edu).
6. A joint Ed.D. program may suspend admission for one year without initiating formal discontinuation procedures, providing that consent of all partnering institutions has been obtained. The chancellor does not require prior notification

of such admission suspensions. It is expected that either (1) admission will resume at the end of the one-year period or (2) a formal discontinuation process will begin by the end of the one-year period.

7. Copies of the program discontinuation plan and documentation of the chancellor's endorsement of the plan shall be appended to the campus' CSU Ed.D. Degree proposal and WASC Substantive Change Proposal.

#### **Discontinuation Plan Criteria**

Plans to discontinue a joint CSU-UC Ed.D. program shall contain the following criteria, which shall be considered at the campus and system levels:

1. Name(s) of the campus(es) proposing the discontinuation.
2. Name(s), title(s), and contact information for at least one person to whom inquiries or requests for further information may be sent.
3. Title of the joint CSU-UC Ed.D. program proposed for discontinuation.
4. The CSU and UC campuses that have been offering the program.
5. For programs with multiple CSU partners, a statement explaining whether only one CSU campus will discontinue participation or if the entire joint Ed.D. program is proposed for discontinuation.
6. Amounts and dates of receipt of all planning, development, and implementation grants awarded by the UC-CSU Joint Ed.D. Board.
7. Year and term in which the first students were enrolled, and the number of students initially enrolled.
8. Total enrollment in the program in each of the last three years, and current enrollment by year of entry.
9. Number of degrees granted in each of the last three years.
10. Summary of the results of any program reviews conducted.
11. Reasons for discontinuing the joint Ed.D. program, including whether the proposed discontinuation is in response to changes in the environment (e.g., student demand, community needs, or availability of resources, among other possible factors).
12. "Teach-out" provisions that allow all students who were enrolled and in good standing in the program at the time of discontinuation to complete the degree requirements within a reasonable amount of time. Plans shall include a timeline for graduation of students in each cohort.
13. Teach-out provisions shall be signed by all partner institutions.
14. Evidence and results of consultation with partnering institutions, major stakeholders or clients (including collaborating public schools and community colleges), and other groups likely to be affected by program discontinuation. A letter of agreement from the appropriate administrative authority at the partnering UC campus would be desirable.
15. Evidence that the discontinuation plan addresses withdrawal and discontinuation provisions of the memorandum of understanding and bylaws that govern the joint Ed.D. program.

16. For programs with multiple CSU partners from which a single CSU campus proposes to discontinue participation, a description of how the withdrawal of the CSU partner is expected to affect both (1) the remaining partners and (2) the program.
17. Campuses planning to propose an Ed.D. program independent of a UC campus partner shall address the following questions:
  - a. In what year and term would the proposed new Ed.D. program plan to enroll its first students?
  - b. How many students would be enrolled in the initial cohort of the proposed new program?
  - c. How would the proposed new Ed.D. differ from the joint Ed.D.?
  - d. If the proposed new program would be similar to the joint program in content and goals, how would the proposed new program compensate for the loss of the strengths brought by the UC partner to the joint program?

### **Background**

CSU campuses currently participate with University of California campuses in eight joint Ed.D. programs, six of which were established under the provisions of the November 2001 agreement with the University of California. The six newly established programs and one of the previously established programs have received special support from both the University of California and the California State University for their development and implementation. The policies and procedures detailed in this coded memo have been established to govern the discontinuation of joint CSU and UC programs because: (i) the CSU has identified a critical need to expand Ed.D.-level educational opportunities in California, (ii) these joint Ed.D. programs have been important to the communities they serve, (iii) special support was provided, (iv) programs with three or more partnering institutions raise unique questions, and (v) the programs have been operating pursuant to state-level policy agreements.

Questions may be addressed to me or to Executive Vice Chancellor Gary W. Reichard at (562) 951-4710. Further information on planning proposed CSU Ed.D. degree programs is available at <http://www.calstate.edu/app/EdD/>.

CBR/cmh

cc: President Emeritus Robert C. Maxson                      Associate Vice Presidents, Academic Programs  
Executive Vice Chancellor Gary W. Reichard              Deans, Graduate Studies  
Associate Vice Chancellor Keith O. Boyum                Deans, Colleges of Education  
Provosts/Vice Presidents for Academic Affairs          Chairs, Campus Academic Senates  
Chair Marshelle Thobaben, Academic Senate CSU        Academic Affairs Staff, CSU Office of the  
Chancellor