

CALIFORNIA STATE UNIVERSITY, EAST BAY

Designation Code: 2009-10 CIC 20

Date Submitted: May 3, 2010

TO: The Academic Senate
FROM: Committee on Instruction and Curriculum
SUBJECT: Approval Process for New Degree Programs
PURPOSE: Information Item

ACTION REQUESTED: That the Academic Senate accept the following information item regarding the Approval Process for New Degree Programs

BACKGROUND

INFORMATION: The purpose of this document is to explain and clarify the process for the approval of new Degree Programs and to distinguish this process from other curricular and programmatic proposals. This document does not indicate any policy changes, but clarifies the process for proposing new Degree Programs for the faculty creating them.

The following charts the sequence of review/ approval for new Degree Programs:

Step 1: Initial Proposal Without Curricular Details (see appendix A for required information):

- 1) College Curriculum Committee
- 2) Academic Programs and Graduate Studies
- 3) Committee on Academic Planning and Resources (to be put on the Academic Plan)
- 4) Academic Senate
- 5) Chancellor's Office (for approval of addition to Academic Plan)

Step 2: Full Proposal Including Curricular Details (using the C.O. form currently in use):

- 6) College Curriculum Committee
- 7) Academic Programs and Graduate Studies
- 8) Committee on Instruction and Curriculum
- 9) Academic Senate
- 10) Chancellor's Office (for approval of the curriculum)

After approval by the Chancellor's Office, the curriculum is added to the next Catalog. Then, the program can be offered.

This process applies whether the Degree Program is offered on the Stateside or through Extension.

New Degrees must follow this two-step process; they must be put on the University's Academic Plan by the Chancellor's Office, and then submitted to the Chancellor's office for curriculum approval. Note that a new degree program may be initiated any time in the five years following its final curriculum approval by the Chancellor's Office. Therefore, long-term planning for new degree programs is encouraged.

In order to be placed on the University's Academic Plan, the College should submit a short

proposal without curricular details (see Appendix A for required content) to Academic Programs and Grad Studies for review and forwarding to CAPR for approval after it has received college curricular committee approval. Then this Senate-approved proposal is submitted by APGS to the Chancellor's Office for approval to be put on University's Academic Plan.

After the approval and placement on the Academic Plan comes back from the Chancellor's Office, then a full curriculum proposal needs to be submitted to the college curricular committee, then APGS for review and forwarding to CIC, Excom, and Senate. The full curriculum proposal must have been approved by the College Curriculum Committee and APGS before it can be submitted to CIC. There is nothing prohibiting the department or program from working on the curriculum before the new program comes back from the CO; however CIC will not consider the curricular proposal until it has been placed on the University's Academic Plan by the Chancellor's Office. The full curriculum proposal must be sent to the Chancellor's Office for approval. After final approval is received from the Chancellor's Office and the curriculum published in the Catalog, the degree may be offered.

Other curricular proposals that require Academic Senate approval, including significant program modifications as determined by APGS, new options, minors, certificates, or SSMPPs that will be in the catalog, do not go through this same two-step process in the same way as new degrees because they do not get submitted to the Chancellor's Office. Program discontinuances also need Senate approval. These curricular changes must be approved by CAPR to be placed on (or removed from) CAPR's Academic Plan *prior* to going through CIC.

This document reflects the normal process for new degrees and for significant curricular changes. Particularly complicated revisions that require multiple course discontinuances and new courses or that require collaboration or have impacts on other programs or colleges may require more time to get through all levels of review and approval.

For more detailed guidelines and advice on curriculum planning and catalog timing, departments and colleges should contact Academic Programs and Graduate Studies.

CIC discussed this process at several of its meetings and unanimously agreed to forward this document to the Senate as an information item on May 3rd

Appendix A

The following is the required submission information for Requests for Placement on the Academic Plan, as provided by the Chancellor's Office:

A brief (3 to 5 pages) summary required for adding projections to the Academic Plan (per coded memo):

What kind of summaries are required?

Summaries should include the following elements, which are the criteria by which proposed changes to the Academic Master Plan are evaluated:

- A brief summary of the purpose and characteristics of the proposed degree program,
- How the program fits into the campus mission and strategic plan
- Whether the program is offered through state support or special sessions
- Anticipated student demand
- Estimated workforce demands and employment opportunities for graduates
- Other relevant societal needs
- An assessment of the required resources and a campus commitment to allocating those resources
- And, as applicable:
 - If the projection is a pilot program, also list the academic years during which the program will operate in pilot status.
 - If the projected program is now offered as an option, concentration, or emphasis, provide a brief rationale for elevation to a full degree program.
 - For new degree programs that are not commonly offered as a bachelor's or master's degree, 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. 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 master's level.
 - 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.