

ACADEMIC PROGRAM AND RESOURCE PLANNING

IN THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

**Appendix A:
Procedure for Submitting Proposals
for New Degree Major Programs**

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THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
OFFICE OF THE CHANCELLOR • 400 GOLDEN SHORE • LONG BEACH, CA 90802
DIVISION OF EDUCATIONAL PROGRAMS AND RESOURCES

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 six copies should be sent to ~~the Division of Educational Programs and Resources~~, Office of the Chancellor.

ACADEMIC AFFAIRS, PLANS

1. Definition of the Proposed Degree Major Program

- a. Name of the 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, concentration, 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. Explanation of special characteristics of the proposed degree major program, e.g., in terminology, units of credit required, types of course work, etc.
- j. For undergraduate programs, provisions for articulation of the proposed major with community college programs.

- 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 campuses currently offering or projecting the proposed degree major program; list of neighboring institutions, public and private, currently offering the proposed degree major program.
- b. 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. The expected number of majors in the year of initiation and three years and five years thereafter. 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 program review evaluation within five years after implementation.)

3. Existing Support Resources for the Proposed Degree Major Program

(Note: Sections 3 and 4 and Table 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 I, 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. Any special characteristics of the additional faculty or staff support positions needed to implement the proposed program.
- c. 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. 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.

