**ACADEMIC MASTER PLAN**

**Checklist of Campus Updates**

Detailed instructions are provided in [Attachment B](https://www.calstate.edu/csu-system/administration/academic-and-student-affairs/academic-programs-innovations-and-faculty-development/program-development/Documents/amp-memo-attachmentB.pdf): Academic Planning Policies and Procedures for AMP Submission. All documents should be **uploaded** to the Academic Master Plan Submission Form in Smartsheet

|  |  |  |
| --- | --- | --- |
| **Updates to Campus Academic Master Plans** | **Yes** | **No** |
| **COVER MEMO** | | |
| Did you **upload** a cover memo using the cover memo template? |  |  |
| **A. Ten-Year Overview of Planned Programs** | | |
| Did you **upload** a Ten-Year Overview List updated using Word with Track Changes? *(File naming convention: [Campus-10yr Overview-Year], e.g., Long Beach-10yr Overview-2023)* |  |  |
| Did you change last year’s BOT approved projections from red to black font and verify that these approved projections were added to the Campus Academic Plan? |  |  |
| Did you enter all new projections in **bold** text? |  |  |
| Did you remove projections that are no longer planned? (Note: Expired projections will be indicated by a strikethrough in the document sent by the CO.) |  |  |
| Did you update implementation years, as applicable, including all proposals with planned implementation in 2024? |  |  |
| **B. Delayed Projected Programs** | | |
| For any programs with an original implementation year of 2019, did you remove those projections from the Ten-Year Overview? |  |  |
| For any projection for which the answer to the above question was no, did you **upload** a request for a one-year extension? *(File naming convention: [Campus-Extension Request-Projected Degree Title-Year], e.g., Sonoma-Extension Request BS Data Science-2023)* |  |  |
| **C. New Projected Degree Program Proposals** | | |
| Did you **upload** a projection proposal for each new projection added to the Ten-Year Overview? *(File naming convention: [Campus-Projected Proposal-Degree Title-Year], e.g., Stanislaus-Projected Proposal BA Spec Design-2023)* |  |  |
| Does your campus require Senate, Provost, or President approval for projection proposals? |  |  |
| For any projection for which the answer to the above question was yes, did you **include** verification of the approval? |  |  |
| **D. Suspended Degree Programs and Subprograms** | | |
| Did you **upload** a list of ALL full degree programs and subprograms in “suspended admission” status? *(File naming convention: [Campus-Suspensions-Year], e.g., Fullerton-Suspensions-2023)* |  |  |
| For each suspended degree program and subprogram, did you indicate the reason for planned enrollment suspension and anticipated date of reinstatement? |  |  |
| **E. Discontinued Degree Programs and Subprograms** | | |
| Did you **upload** a list of ALL full degree programs and subprograms planned for discontinuation? *(File naming convention: [Campus-Discontinuances-Year], e.g., East Bay-Discontinuances-2023)* |  |  |
| For each degree program and subprogram planned for discontinuation, did you indicate the reason for and anticipated date of discontinuation? |  |  |
| If this is the first notice of discontinuation, did you **include** in the cover memo a confirmation that all campus and system policies have been followed? |  |  |
| **F. Campus Academic Plan** | | |
| Did you **upload** the Campus Academic Plan updated using Word with Track Changes? *(File naming convention: [Campus-CAP-Year], e.g., San Jose-CAP-2023)* |  |  |
| Did you add all new elevated degree programs for which approval has been granted? |  |  |
| Did you revise all approved degree titles and designations? |  |  |
| Did you review and add all newly approved projected programs? |  |  |
| Did you add all new pilot programs for which notification has been acknowledged? |  |  |
| Did you remove any pilot program that will not be converted to regular program status before the final year of operation as a pilot? |  |  |
| Did you update all information related to accredited programs? |  |  |
| Did you update all information related to suspended programs? |  |  |
| Did you remove all information related to discontinued programs? |  |  |
| Did you remove all projections that will not be implemented? |  |  |
| Did you update the academic year of the next scheduled review for each program? |  |  |
| Did you add the academic year of the most recently completed program review for each program? |  |  |
| **G. Accredited Units and Programs** | | |
| Did you **upload** a List of Accredited Academic Units and Programs (including degree programs and credentials) updated using Word with Track Changes? *(File naming convention: [Campus-Accredited Programs-Year], e.g., Humboldt-Accredited Programs-2023)* |  |  |
| Did you ensure that the degree type is listed, or that the entry is clearly labeled as a credential or other specialized program? |  |  |
| Did you ensure that the accreditor is listed for each unit, degree program, and credential program? |  |  |
| **H. WSCUC Accreditation Visits** | | |
| If you had a WSCUC visit this year, did you **upload** a Summary of the WSCUC visit? *(File naming convention: [Campus-WSCUC Summary-2023])* |  |  |
| **I. Campus Metrics for Reviewing and Evaluating Credit-Bearing Programs** | | |
| Did you **upload** the document containing the (1) quantitative and qualitative metrics used to review and evaluate credit-bearing academic degree programs, and (2) the list of degree programs identified as in need of action to improve? *(File naming convention: [Campus-Campus Metrics-2023])* |  |  |