November 4, 2019

MEMORANDUM

TO: CSU Presidents

FROM: Loren J. Blanchard, Ph.D.
             Executive Vice Chancellor

> **Attention: Provosts**
> **Response by**
> **January 3, 2020**

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

This memorandum serves as the formal annual request for academic planning reports that will inform the March 24-25, 2020 California State University Board of Trustees agenda item on academic planning.

By January 3, 2020, campuses are asked to send to the Academic Programs, Innovations and Faculty Development office (APP@calstate.edu) Microsoft Word versions (not PDF 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 Existing and Projected Degree 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.

We welcome submissions of reports before the January 3, 2020 deadline. Instructions for preparing this year's report are provided in this memorandum and its attachments.

1. Proposed Updates to the Academic Master Plan

Campuses are asked to submit updates to their campus ten-year overview of planned programs and academic plan, covering the years 2020-21 through 2029-30.

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 trustee 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.

Campus Academic Plan – Existing and Projected Degree Programs:
Please include projected degrees, recently approved degrees, pilot degrees, and suspended and discontinued programs on the campus academic plan. Each campus plan can be found at the Academic Master Plan website and will be sent to the campus under separate cover. Additional information can be found in Attachment B, paragraph F.

2. Summary of WASC Accreditation Visits

If, since last annual report, a WSCUC team visited the campus as part of the accreditation process, include a *very brief* summary highlighting only 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." For example, "The institution was commended for …" or "The visiting team reviewed the CSU XXX campus and found …" 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 the list of accredited schools, colleges, and degree and credential programs for your campus. 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., BA, BS) 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 at the Accredited Programs website and will be sent to the campus under separate cover.

Questions and Submission Information

Campuses are asked to submit updated reports by January 3, 2020, to Dr. Melissa Lavitt, interim assistant vice chancellor and state university dean, academic programs, at APP@calstate.edu. If there are questions about the reports requested, please contact Dr. Melissa Lavitt at (562) 951-4147 or mlavitt@calstate.edu.

Links to relevant CSU Academic Planning policies and procedures are provided in Attachment B. Related policies are available online at https://www2.calstate.edu/csu-system/administration/academic-and-student-affairs/academic-programs-innovations-and-faculty-development/Pages/academic-policies.aspx.

Thank you, in advance, for your assistance in providing updated material for these areas in the March 24-25, 2020 board agenda item on academic planning.

LJB/ml

Attachments

c: Dr. Timothy P. White, Chancellor
        Dr. Alison Wrynn, Associate Vice Chancellor, Academic Programs, Innovations and
            Faculty Development
        Dr. Melissa Lavitt, Interim 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. Catherine Nelson, Chair, Academic Senate CSU
        Mr. Michael Wiafe, President, Cal State Student Association
        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

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

<u>**Approved Academic Master Plan**</u>
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
The **Ten-Year Overview of Planned Programs** document lists only programs that have not yet been implemented. Campuses are not required to indicate projections through the entire ten-year period, and it is acceptable to have no new programs planned. Please make edits in the MS Word document that will be provided using track changes as follows:

- Enter new projections in bold.

- 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 the BOT or the year originally approved for implementation. (See next section on Delayed Projected Programs.) All current implementation years should be 2020 or later.

B. Delayed Projected Programs
Program projections are automatically removed from the master 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 master 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
Using the Projected Degree Proposal Form, prepare a brief justification for each new projection on the academic plan. Projected 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. (See EP&R 85-13 Guidelines for Breadth in New Bachelor's Degree Majors.)

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.

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, summaries should address concisely the following elements, which are the criteria by which proposed changes to the CSU Academic Master Plan are evaluated:
a. Degree designation and title (e.g., BS in Biochemistry);
b. Projected implementation date;
c. A brief summary of the purpose and characteristics of the proposed degree program;
d. Dates associated with campus approval;
e. Delivery format: fully face-to-face, hybrid, or fully online;
f. Support mode: state-support or self-support/extended education;
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

List all full degree programs (not concentrations, minors, certificates, etc.) placed in "suspended admission" status since January 2019 and please list the reason for planned enrollment suspension.

E.   Discontinued Degree Programs

1.   List all full degree programs (not concentrations, minors, certificates, etc.) that have been planned for discontinuation since January 2019. 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 AAP 91-14 Policies on Academic Program Discontinuation*)

F.   Academic Plan Table

Edit last year's approved campus academic plan, which is available online for downloading at the Academic Master Plan website and which will be sent under separate cover. Please work from that Word document, using the track changes feature to indicate changes. 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 projected program in the *Projected Program* column.   Programs that have been approved in the last year should be moved to the *Existing Degree Type* columns.

2.   Enter approved pilot programs with the word 'pilot' and the implementation year in parentheses after the degree title.

3.   Do not update original projected implementation years, even if a program will not be implemented by the year listed.

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 planned for elevation to full degree programs.

3.   Subprograms (minors, options, concentrations and special emphases) are not reported.