FACULTY SENATE POLICY NO. 572
CURRICULUM COMMITTEE

THE CALIFORNIA MARITIME ACADEMY

ACADEMIC SENATE **POLICY NO. 572**

DRAFT ISSUE DATE: 1-5-08 **REVISION DATE:** 9/9/09	**POLICY:** **CURRICULUM COMMITTEE POLICIES & PROCEDURES**
REFERENCE:	
APPROVED: 9/9/09 **President, California Maritime Academy** **Chair, Academic Senate** **Chair, Senate Policy Committee**	

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CURRICULUM COMMITTEE

SECTION I – COMMITTEE FUNCTIONS

The Curriculum Committee of the Academic Senate of the California Maritime Academy serves five (5) primary functions:

(1) The Committee functions as the official archives for the curriculum of the Academy. In its capacity as archivist, the Committee is charged with maintaining a current collection of the curriculum for the Academy. The master documents of the Committee shall constitute the state-of-the-curriculum for the Academy. These documents will be managed and maintained by the current Chair of the Committee, and housed in the CMA Library Archives.

(2) The Committee functions as the official archives for program review documentation. In its capacity as archivist, the Committee is charged with the responsibility of collecting and maintaining copies of all documents related to program reviews, including, but not limited to: departmental self-studies, reports from external agencies and/or "external review teams", Curriculum Committee reports, departmental Letters of Response, and any related documentation submitted to the Committee as part of the review process. These documents will be managed and maintained by the current Chair of the Committee.

(3) The Committee functions as an institutional advisory presence for all mandated program reviews and accreditation review practices.

(4) The Committee functions as the institutionally designated vehicle-of-change for all modifications to the curriculum.

(5) The Committee functions as an institutional advisory presence for the creation and development of all new majors and degree programs.

SECTION II – MEMBERSHIP, VOTING & MEETINGS

(1) Membership:

The Curriculum Committee is comprised of the following:

a. One (1) voting faculty representative from each academic department, the Library, Naval Science, and Athletics, appointed by the respective department on a rotating basis for a routine term of 3 years. Representatives may be selected by their departments to serve consecutive terms.

b. One (1) voting student representative appointed by Associated Students of the California Maritime Academy (ASCMA) for a year-long term.

c. Academic Dean (ex-officio non-voting member)

d. Dean of Instructional Support (ex-officio non-voting member)

e. Student Records Officer (ex-officio non-voting member)

f. Secretary (non-voting staff member)

g. To organize its work, the Curriculum Committee shall elect a chairperson from among the voting members every year. The election will be held at the first meeting of the Fall Semester by written ballot submitted to the Committee Secretary.

(2) Voting

a. A quorum shall exist whenever more than 50% of the Curriculum Committee's voting members are present. Once a quorum is established, a simple majority is required for passage of propositions or resolutions brought before the Committee.

b. Committee members shall reserve the right to send a proxy from their department to vote in their stead in the event of unavoidable absence during a meeting.

(3) Meetings

a. Curriculum Committee meetings will be held monthly, on a routine basis to be determined by the Committee at the start of each semester.

b. If, in the judgment of the Chair of the Committee, a sufficient number of requests for curriculum changes exist, additional meetings may be scheduled to review these requests in a timely manner. Note, however, that in no case will a request be held longer than one month before being heard by the Committee.

c. Advanced notice of Curriculum Committee meetings and copies of meeting agendas will be posted to the Committee's WebCT page. Maintenance of this online resource will be the joint responsibility of the Committee Chair and Secretary.

SECTION III –POLICIES & PROCEDURES

(1) **Changes to the existing curriculum, including changes to existing programs or courses, or the creation of new courses.**

a. Policies for proposing a change to the existing curriculum:

i. All requests for changes in the curriculum related to substantive modification of existing programs or courses, shall be evaluated by the Curriculum Committee. This shall be done in a fashion consistent with both the philosophies of the Constitution and Bylaws of the Academic Senate of the California Maritime Academy, and the California State

University Senate's statements regarding "Collegiality in the California State University" and "Collegiality in Curricular Decisions." [1]

ii. Proposals for changes to the existing curriculum, including changes to existing program or courses, and the creation or discontinuance of new courses, may be initiated by (1) a faculty member, (2) an academic administrator, or (3) a student. All who wish to initiate a request for a change in the curriculum shall work through an affected academic department, in consultation with that department chair.

iii. No proposal for change to the existing curriculum may be submitted to the Curriculum Committee until it has been discussed in an open forum and voted upon by the members of all departments affected by the change.

iv. All curriculum change requests must be submitted to the Curriculum Committee for review no later than 60 days from the end of the semester that precedes the semester in which they will take effect. However, the Committee may extend or waive this deadline on a case-by-case basis, depending upon the scope and nature of the proposed change.

v. Opportunity shall be provided for representatives of a curricular change proposal to appear before the Curriculum Committee during the meeting in which a vote of the proposal is to be conducted, in order to provide an oral synopsis of the proposal and to answer related questions.

vi. Each Curriculum Change Request shall be discussed and voted upon, separately, at a Committee meeting. However, Curriculum Change Requests that impact each other shall be presented at the same meeting.

b. Procedures for proposing a change to the existing curriculum:

i. The initiator shall be required to obtain and complete an official Curriculum Change Request Form.[2]

ii. Once completed, the Curriculum Change Request Form, along with any accompanying materials, shall be submitted to the Chairs of all departments that could be affected by the proposed change.

iii. The chairs of all potentially affected departments shall then conduct an internal department review of the request for curriculum change. A vote on the acceptability of the proposed change shall be conducted within each department, and the results shall be recorded on a Department Chair Questionnaire.[3]

iv. The Curriculum Change Request Form, along with all pertinent accompanying materials and the Department Chair Questionnaire (which

1 Both statements taken from: *Principles and Policies: papers of the Academic Senate, The California State University. (1988).* Long Beach, CA: California State University Academic Senate. Retrieved 2007, November 12, from the CSU Academic Senate Web site, at http://www.calstate.edu/AcadSen/Records/About_the_Senate/

2 Appendix item 1
3 Appendix item 2

includes a specific tally of the results of the departmental vote on the acceptability of each proposed curriculum change), must be submitted by each affected Department Chair to the Academic Dean within 2 weeks of receiving these forms.

v. The Academic Dean will then review the proposal and all related documents and may choose to provide additional written commentary. Within two weeks of receiving these materials, the Academic Dean must forward the Curriculum Change Request Form, the collected Department Chair Questionnaires of all affected departments, and his or her own additional written commentary to the Chair of the Curriculum Committee.

vi. The Chair of the Curriculum Committee will disseminate the Curriculum Change Request Form, any accompanying materials, all Department Chair Questionnaires, and any comments of the Academic Dean to all Committee members, no less than 1 week prior to the meeting at which the proposal is to be considered.

vii. The Chair of the Curriculum Committee shall forward the Curriculum Change Request and all related documentation to the appropriate academic administrator for final approval, noting the recommendation of the Committee with respect to implementation of the curriculum change. ~~If desired by any member of the Committee, a written dissenting opinion~~ may also be forwarded for consideration.

(2) Proposals related to the creation of new academic degree programs

a. Policies:

i. All requests for changes in the curriculum related to the creation of new programs shall be evaluated by the Curriculum Committee. This shall be done in a fashion consistent with both the philosophies of the Constitution and Bylaws of the Academic Senate of the California Maritime Academy, and the California State University Senate's statements regarding "Collegiality in the California State University" and "Collegiality in Curricular Decisions."[4]

ii. New degree programs require the approval of both the local campus and the CSU Chancellor's Office. All proposals for implementing new undergraduate or graduate degree programs should adhere to related internal policies of the Academic Senate, and follow the general chronology indicated in the Degree Proposal and Approval Process Flow Chart[5] ~~created by the Chancellor's Office.~~

iii. No new academic program may be implemented at Cal Maritime until it has been discussed and voted upon in an open forum of the Academic Senate. Before this can happen, all new degree program proposals must be reviewed by the Curriculum Committee.

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4 California State University Academic Senate, *Principles and Policies: Papers of the Academic Senate, The California State University.*
5 Appendix item 3

iv. New degree programs may only be presented to the Curriculum Committee after general approval of the program concept has been granted by the CSU's Office of Academic Program Planning for possible inclusion in the campus Academic Master Plan.

b. Procedures for submitting a new academic degree program to the Curriculum Committee for review:

i. The proposal initiator(s) must develop a detailed description of the program. This program description should be submitted in the form of a completed Merit Assessment to the Curriculum Committee.

ii. The completed Merit Assessment shall include:

1. A copy of the Program/Signature/Checklist Routing Form[6], available through the Curriculum Committee's WebCT page,
2. A completed Proposing New Degree Programs Form,[7] authored by the Chancellor's Office,
3. A written statement, indicating how the new program will relate to the existing mission and culture of Cal Maritime, and
4. A proposed Curriculum Sheet for the program. This document should indicate the anticipated course schedule, credit hours, graduation requirements, and total units of the proposed degree program.

iii. The completed Merit Assessment should be presented to the Committee Chair for placement on the agenda of the Committee. The Chair will disseminate the document to all committee members for review, no less than 1 week prior to the meeting at which the proposal is to be considered.

iv. Before a vote is taken there will be a meeting open to all faculty members, during which the initiator of the proposal will be given an opportunity to appear before the Committee, provide an oral synopsis of the proposal and answer related questions. The Committee will hear faculty commentary and questions at this time.

v. The Curriculum Committee will vote on whether to endorse the degree program proposal. This approval must be granted before the initiator can take any further action through CMA or the CSU to establish the proposed degree program.

vi. If, following the endorsement of the Curriculum Committee, the degree program proposal approved by all applicable CMA and CSU entities, the initiator(s) will still be obligated to submit individual Curriculum Change Request Forms[8] to the Curriculum Committee for the approval of each

6 Appendix item 4
7 Appendix item 5
8 Appendix item 1

course indicated in the proposed curriculum map before the courses can be taught.

vii. If significant changes to the nature of the degree program proposal should arise after the program has been endorsed by the Curriculum Committee, the initiator will be required to re-submit the proposal for Committee endorsement at that time.

(3) Evaluation of periodic departmental program reviews.

a. Policies for Committee evaluation of periodic departmental program reviews:

i. When evaluating departmental program reviews, the Curriculum Committee should be responsible for reviewing all official documentation related to the Curriculum Committee or external review process. The documentation consulted by the Committee for review should include, but is not limited to:

1. The finalized draft of the academic department's Self Study,
2. The commentary of any applicable external accreditation agencies and/or commentary of the "external review team" created by the department undertaking review with the assistance of the appropriate academic administrators, including but not limited to the Vice President for Academic Affairs, the Dean of Professional and Institutional Efficacy, and the Academic Dean,
3. The Academic Dean's evaluation of the departmental self-study,
4. Any applicable previous review documentation.

ii. The Curriculum Committee's examination of review documentation will focus on the following aspects:

1. What is the quality of assessment to student learning within the program?
2. What are the strengths, weaknesses and areas of concern within the program?
3. How does the program fit into the overall academic curriculum at the Academy?
4. How does the program fit in with the institutional mission and goals of the Academy?

b. Procedures for Committee evaluation of periodic program reviews:

i. The Chair of the department undergoing review shall submit all applicable review materials to the Curriculum Committee for review. The Curriculum Committee will strive to align the timeline of its role in the process of programmatic review with Cal Maritime's current Academic Program Review Policy, or current draft in use.

ii. If the Committee should require additional information in order to provide a comprehensive review of a program, the chair of the department under

review shall be issued a written request by the Committee for its provision, and the department shall then be responsible for supplying the information in a timely manner.

iii. Once the Committee has completed its review process, a draft report of its findings and recommendations will be given to the chair of the department undertaking review. The member of the Committee from the department that is under review may participate in the discussion concerning the report but should not be an author of the report. This draft report shall include:

1. An evaluation of the department's existing programs
2. The Committee's recommendations for improvements and changes
3. The Committee's recommendations for program continuance or discontinuance.

e. The chair of the department undertaking review will then be given an opportunity to meet with the Committee, discuss its findings and answer any related questions.

f. As a result of this conversation, the Committee will finalize its report. This final report will be signed by the Committee Chair and first disseminated to the chair of the department under review. In the event that some Committee members do not endorse the final report, such members will be allowed to author a signed statement of dissent. This statement will be signed and attached to the Final Report.

g. The chair of the department under review will reserve the right to author a Letter of Response to the final report, which should be sent to the Curriculum Committee. This Letter of Response may act as a rebuttal to or endorsement of the Committee's finding.

h. The Department Chair's Letter of Response will be attached to the Committee's Final Report, which will then be disseminated by the Curriculum Committee Chair to the Academic Dean, Dean of Instructional Support and Provost and Vice President for Academic Affairs.

Revised 10/31/08

No. _____ (for Curr. Comm. Use)

CURRICULUM CHANGE REQUEST

Page 1 – Interactive Data and Approval Page - Basic course information

SUBMITTAL INFORMATION

SUBMITTED BY: **DATE:**

DEPARTMENT: ----------

COURSE COORDINATOR:

MAJOR OR COURSE OF STUDY:

RECORDS INFORMATION

*(If the course has a lab component, a separate CCR form must also be completed.)

COURSE NUMBER: **COURSE UNITS:** Lecture ____ Lab* ____ Total_____

COURSE TITLE:

CURRENT GRADING BASIS: Not Applicable **PROPOSED GRADING BASIS:** Not Applicable

FINAL EXAM: YES ☐ NO ☐

CLASS LEVEL: Lower Division ☐ Upper Division ☐

HEGIS NUMBER/DISCIPLINE: A-D E-L M N-Z

CSU GENERAL EDUCATION PATTERN: N/A

COMMUNITY SERVICE LEARNING COURSE: YES ☐ NO ☐

STCW COURSE: YES ☐ NO ☐ (If yes, the CCR must be approved by the STCW Committee prior to submission and a Dept. Chair Questionnaire form must be completed by Dean Paul Jackson.)

CS NUMBER: (recommended class size): 00 Not Applicable

SPACE TYPE: 0 Not Applicable **WTU VALUE OF COURSE:**

ADDITIONAL COURSE INFORMATION

NEW COURSE ☐ **REVISION OF AN EXISTING COURSE** ☐ **OTHER** ☐

SEMESTER OF IMPLEMENTATION:

YEAR OF CLASS TO BE AFFECTED: ----------

GRADUATION REQUIREMENT ☐ **ELECTIVE** ☐ (see page 2 instructions)

PREREQUISITES:

CO-REQUISITES: **POST-REQUISITES:**

COURSES FOR WHICH THIS COURSE IS A PREREQUISITE:

APPROVALS

Curriculum Committee Chair	Academic Dean	Provost/VPAA
Date Received	Date Received	Date Received

CURRICULUM CHANGE REQUEST

Page 2 - Instructions for submitting a course for approval.

A well-documented course proposal must include most of, if not all of, the following components. Please attach the complete course proposal to the page 1 cover for submittal to the Curriculum Committee.

COURSE DESCRIPTION
(As it will appear in the course catalog.)

COURSE GOALS
(Describe the main goals and objectives of the course.)

COURSE COMPETENCIES
(Describe the specific skills that are the intended outcome of the course.)

REQUIRED TEXT
(Include supplementary and suggested reading.)

GRADING CRITERIA AND EVALUATION
(Describe the means for grade determination and any relevant weighting schemes, etc.)

COURSE REQUIREMENTS
(Describe the method of instruction, general assignments, readings, written case analyses, literature searches, hands-on learning, telephone conferences, computer communication, computer applications, examinations, engineering design projects.)

GRADUATION REQUIREMENT
(If the course is required for graduation, address how other courses in the required curriculum are affected.)

FISCAL IMPLICATIONS
(Please indicate the fiscal implications of this course. If the course affects the teaching loads or FTEF/FTES of other departments, include a department chair approval and comment sheet from that department.)

COURSE ASSESSMENT PLAN
(A course assessment plan consistent with the department assessment and campus assessment programs must be attached.)

ATI COMPLIANCE

(New courses must be compliant with the CSU Board of Trustees Policy on Disability Support and Accommodations – Executive Order No. 926 and the Chancellor's Accessible Technologies Initiative (ATI). The course coordinator of a new course must enroll in (and complete) a workshop session on Accessibility Training – Creating More Accessible Instructional Materials, presented by Vivienne McClendon and Greg Crum, Cal Maritime's Instructional Materials Team. Contact Vivienne or Greg for information on workshop dates and times. Please attach the workshop completion certificate to this CCR. Classes will be audited systematically each semester for accessibility compliance.)

SPECIAL COMMENTS/INSTRUCTIONS

(Describe special needs such as room requirements, equipment, computer facilities or programs, library assets.)

CURRICULUM CHANGE REQUEST
DEPARTMENT CHAIR QUESTIONNAIRE

_____ has submitted a curriculum/course change request on _____
related to the following: **Date**

Curriculum Modification:

Course Offering:

STCW Course (Circle One): Yes No

This request has been reviewed by the members of our department. A tally of the vote of the department members indicating the degree of support for this proposal within the department is as follows:

FOR: AGAINST:

On the basis of this vote, the level of support for this request within the department is:

a. Strong
b. Mixed
c. Weak
d. Non-existent

As Department Chair, my support for this request is:

a. Strong b. Weak c. Non-existent

The following comments made by members of the department are reflective of the attitudes of the department toward this curriculum change request:

(1)

(2)

(3)

(4)

(5)

As chair of the department, the following comments vis-a-vis allocation of departmental resources, instructional load, equipment, instructional expertise, etc. are relevant:

(1)

(2)

(3)

(4)

The faculty member responsible for coordinating the department assessment program has reviewed the attached course assessment plan, and found it to be consistent with the department assessment program.

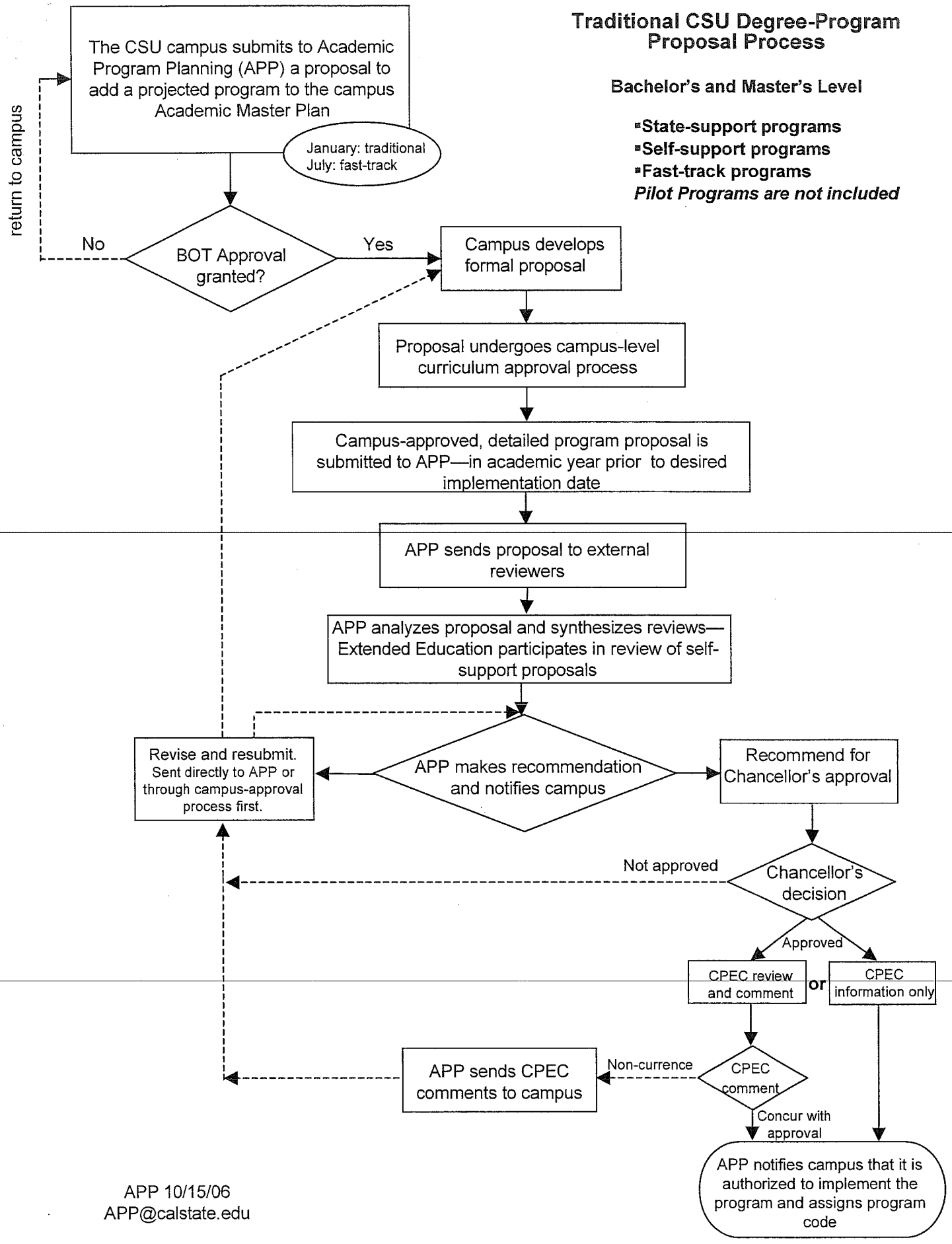
DEPARTMENT CHAIR SIGNATURE **DATE RECEIVED** **DATE SENT**

Traditional CSU Degree-Program Proposal Process

Bachelor's and Master's Level

- **State-support programs**
- **Self-support programs**
- **Fast-track programs**

Pilot Programs are not included



APP 10/15/06
APP@calstate.edu

Undergraduate New Degree Programs
Checklist/Signature Routing Form

Please print this form and attach it to the front of your proposal before it is submitted to the Curriculum Committee for review

Proposed Program Name:
Department to Oversee Program:
Name of Department Contact: **Phone Number:** **E-Mail:**
1) Proposal for the development of a new academic degree program is created by a department:
Department Contact Signature: **Date:**
2) Cal Maritime submits to the Chancellor's Office of Academic Program Planning a proposal to add a projected program to the campus Academic Master Plan:
President's Signature: **Date:**
3) CSU Board of Trustees grants preliminary approval to Cal Maritime to continue the development of the proposed program:
President's Signature: **Date:**
4) Department completes development of a formal program proposal:
Department Contact Signature: **Date:**
5) Program Proposal is reviewed and endorsed in concept by the Curriculum Committee:
Curriculum Committee Chair Signature: **Date:**
6) Program Proposal is endorsed by the Academic Senate:
Senate Chair Signature: **Date:**

7) **Program Proposal is resubmitted to the Chancellor's Office of Academic Program Planning by the President:**
President's Signature: **Date:**
8) **Proposal is formally approved by the Chancellor for implementation by Cal Maritime:**
President's Signature: **Date:**
9) **New Coursework related to the new academic degree program is reviewed by the Curriculum Committee before new coursework is registered in the course catalog of the institution:**

Course Name/Number:		**Date:** **Signature of CC**
Course Name/Number:		**Date:**
Course Name/Number:		**Date:**
Course Name/Number:		**Date:**
Course Name/Number:		**Date:**
Course Name/Number:		**Date:**
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Course Name/Number:		**Date:**

Proposing New CSU Degree Programs
Bachelor's and Master's Levels
Offered through Self-Support and State-Support Modes

This document presents the format, criteria, and submission procedures for CSU bachelor's and master's degree program proposals. Please see the Academic Program Planning Web site for doctoral degree proposal formats. (http://www.calstate.edu/APP/)

Templates for Doctoral Proposals

- CSU Ed.D. Programs
- UC-CSU Joint Doctoral Programs
- Joint Doctorates with Independent Institutions

Criteria

Proposals are subjected to system-level internal and external evaluation, through which reviewers seek evidence indicating that current campus budgetary support levels provide sufficient resources to establish and maintain the program. Review criteria include: curriculum, financial support, number and qualification of faculty, physical facilities, library holdings, responsiveness to societal need and regional and workforce needs, academic assessment plans, and compliance with all applicable CSU policies, state laws, and accreditation standards.

Procedures

Before a proposal is submitted to the Chancellor's Office, the campus proposes adding the projected degree program to the campus academic plan. Subsequent to the CSU Board of Trustees approval of the projection, a detailed, campus-approved program implementation proposal is submitted to Chancellor's Office for review and approval. Proposals are to be submitted in the academic year preceding projected implementation. Only programs whose implementation proposals have been approved by the CSU Chancellor may enroll students. Campus Academic Plans appear in the Educational Policy Committee Agenda Item of the annual March meeting of the Board of Trustees.

Submission

1. Please prepare the degree program proposal using the enclosed template.
2. Submit **four** complete hard copies of the campus-approved implementation proposal, including documentation of campus approval, to:

   Academic Program Planning
   SU Office of the Chancellor
   401 Golden Shore
   Long Beach, California 90802-4210

3. Additionally, campuses are requested to send an electronic copy to APP@calstate.edu.

CSU Degree Program Proposal Template

Please Note:

- Campuses may mention proposed degree programs in recruitment material if it is specified that enrollment in the proposed program is contingent on final program authorization from the CSU Chancellor's Office.
- Approved degree programs will be subject to campus program review within five years after implementation. Program review should follow system and Board of Trustee guidelines (including engaging outside evaluators) and should not rely solely on accreditation review.

1. Program Type (Please specify any from the list below that apply—delete the others)

√ State-Support

√ Self-Support

√ Online Program

√ Fast Track

√ Pilot

√ Pilot Conversion

√ Conversion of Self-Support to State-Support Program

√ Elevation of Option or Concentration to a Full Degree Program

√ New Program

√ Proposal Revision (updating a previously reviewed proposal)

2. Program Identification

a. Campus

b. Full and exact degree designation and title (e.g. Master of Science in Genetic Counseling, Bachelor of Arts with a Major in History).

c. Date the Board of Trustees approved adding this program projection to the campus Academic Plan.

d. Term and academic year of intended implementation (e.g. Fall 2007).

e. Name of the department(s), division, or other unit of the campus that would offer the proposed degree major program. Please identify the unit that will have primary responsibility.

f. Name, title, and rank of the individual(s) primarily responsible for drafting the proposed degree major program.

g. Statement from the appropriate campus administrative authority that the addition of this program supports the campus mission and will not impede the successful operation and

growth of existing academic programs. **(CPEC "Appropriateness to Institutional and Segmental Mission")**

h. Any other campus approval documents that may apply (e.g. curriculum committee approvals).

i. Please specify whether this proposed program is subject to WASC Substantive Change review.

j. **Optional: Proposed Classification of Instructional Programs (CIP) Code and CSU Degree Program Code**
Campuses are invited to suggest one CSU degree program code and one corresponding CIP code. If an appropriate CSU code does not appear on the systemwide list at: http://www.calstate.edu/app/documents/HEGIS-CIP2000_102406.xls , you can search CIP 2000 at http://nces.ed.gov/pubs2002/cip2000/ to identify the code that best matches the proposed degree program. The Classification of Instructional Programs (CIP) is a National Center for Education Statistics (NCES) publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs. The CSU degree program code (based on old HEGIS codes) and CIP code will be assigned when the program is approved by the Chancellor.

3. Program Overview and Rationale

a. Rationale, including a brief description of the program, its purpose and strengths, fit with institutional mission, and a justification for offering the program at this time. The rationale may explain the relationship among the program philosophy, design, target population, and any distinctive pedagogical methods. **(CPEC "Appropriateness to Institutional and Segmental Mission")**

b. Proposed catalog description, including program description, degree requirements, and admission requirements. For master's degrees, please also include catalog copy describing the culminating experience requirement(s).

4. Curriculum

a. Goals for the (1) program and (2) student learning outcomes. Program goals are very broad statements about what the program is intended to achieve, including what kinds of graduates will be produced. Student learning outcomes are more specific statements that are related to the program goals but that more narrowly identify what students will know and be able to do upon successful completion of the program.

b. Plans for assessing program goals and student learning outcomes. Some planners find it helpful to develop matrices in which student learning outcomes and required courses are mapped, indicating where content related to the learning outcomes is introduced, reinforced, and practiced at an advanced level in required courses. **(CPEC "Maintenance and Improvement of Quality")**

c. Total number of units required for the major.

d. Include a justification for any baccalaureate program that requires more than 120-semester units or 180-quarter units.

e. If any formal options, concentrations, or special emphases are planned under the proposed major, identify and explain fully. Optional: You may propose a CSU degree program code

and CIP code for each concentration that you would like to report separately from the major program, if the option is approximately equivalent to a degree currently listed on the CSU application-booklet degree program table. If you do not find an appropriate CSU degree program code at: http://www.calstate.edu/app/documents/HEGIS-CIP2000_102406.xls , you can search CIP 2000 at http://nces.ed.gov/pubs2002/cip2000/ to help identify the code that best matches the proposed curriculum.

f. A list of all courses *required* for the major, specifying catalog number, *title*, units of credit, and prerequisites or co-requisites (ensuring that there are no "hidden" prerequisites that would drive the total units required to graduate beyond the total reported in 4c above).

g. List of *elective* courses that can be used to satisfy requirements for the major, specifying catalog number, title, units of credit, and prerequisites or co-requisites. Include proposed catalog descriptions of all new courses. For graduate program proposals, identify whether each course is a graduate or undergraduate offering.

   Note: With regard to Sections 4f and 4g, a proposed program should take advantage of courses already offered in other departments when subject matter would have considerable overlapping content.

h. List of any new courses that are: (1) needed to initiate the program and (2) needed during the first two years after implementation. Only include proposed catalog descriptions for new courses. For graduate program proposals, identify whether each course is a graduate-level or undergraduate-level offering.

i. Attach a proposed course-offering plan for the first three years of program implementation, indicating, where possible, likely faculty teaching assignments.

j. For master's degree proposals, include evidence that program requirements conform to the minimum requirements for the culminating experience, as specified in Section 40510 of Title 5 of the California Code of Regulations.

k. Admission criteria, including prerequisite coursework.

l. Criteria for student continuation in the program.

m. For undergraduate programs, planned provisions for articulation of the proposed major with community college programs.

n. If there is a Lower-Division Transfer Pattern (LDTP) for this major, indicate the relationship between the LDTP and the requirements presented in this proposal. Information on LDTP is available at: http://www.calstate.edu/AcadAff/ldtp.shtml

o. Advising "roadmaps" that have been developed for the major.

p. Provision for meeting accreditation requirements, if applicable, and anticipated date of accreditation request (including the WASC Substantive Change process).

Accreditation Note:

Master's degree program proposals
If subject to accreditation, establishment of a master's degree program should be preceded by national professional accreditation of the corresponding bachelor's degree major program.

(Accreditation note finished on next page.)

Fast-track proposals
Fast-track proposals cannot be subject to specialized accreditation by an agency that is a member of the Association of Specialized and Professional Accreditors unless the proposed program is already offered as an authorized option or concentration that is accredited by an appropriate specialized accrediting agency.

5. Need for the Proposed Degree Major Program

(CPEC "Societal Need," "Number of Existing Programs in the Field," and "Advancement of the Field")

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 Section 5a above.

c. List of other curricula currently offered by the campus that are closely related to the proposed program.

d. Community participation, if any, in the planning process. This may include prospective employers of graduates.

e. Applicable workforce demand projections and other relevant data.

f. If the program was proposed to meet society's need for the advancement of knowledge, please specify the need and explain how the program meets that need.

Note: Data Sources for Demonstrating Evidence of Need

APP Resources Web http://www.calstate.edu/app/resources.shtml

US Department of Labor, Bureau of Labor Statistics

California Labor Market Information

Labor Forecast

6. Student Demand (CPEC "Student Demand")

a. Compelling evidence of student interest in enrolling in the proposed program. Types of evidence vary and may include national, statewide, and professional employment forecasts and surveys; petitions; lists of related associate degree programs at feeder community colleges; reports from community college transfer centers; and enrollments from feeder baccalaureate programs, for example.

b. Issues of access considered when planning this program.

c. For master's degree proposals, the number of declared undergraduate majors and the degree production over the preceding three years for the corresponding baccalaureate program, if there is one.

d. Professional uses of the proposed degree program.

e. 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.

7. Existing Support Resources for the Proposed Degree Major Program
(CPEC "Total Costs of the Program")

Note: Sections 7 and 8 should be prepared in consultation with the campus administrators responsible for faculty staffing and instructional facilities allocation and planning. A statement from the responsible administrator(s) should be attached to the proposal assuring that such consultation has taken place.

a. Faculty who would teach in the program, indicating rank, appointment status, highest degree earned, date and field of highest degree, professional experience, and affiliations with other campus programs. For master's degrees, include faculty publications or curriculum vitae.

Note: For all proposed graduate degree programs, a minimum of five full-time faculty members with the appropriate terminal degree should be on the program staff. (Code Memo EP&R 85-20)

b. Space and facilities that would be used in support of the proposed program.

c. A report provided by the campus Library, detailing resources available to support the program (discussion of subject areas, volume counts, periodical holdings, etc. are appropriate).

d. Existing academic technology, equipment, and other specialized materials currently available.

8. Additional Support Resources Required
(CPEC "Total Costs of the Program")

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. Any special characteristics of the additional faculty or staff support positions needed to implement the proposed program.

b. The amount of additional lecture and/or laboratory space required to initiate and to 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 campus-wide priority of the facility, capital outlay program priority, and projected date of occupancy.

c. A report written in consultation with the campus librarian, indicating any additional library resources needed. Indicate the commitment of the campus either to purchase or borrow through interlibrary loan these additional resources.

d. Additional academic technology, equipment, or specialized materials that will be (1) needed to implement the program and (2) needed during the first two years after initiation. Indicate the source of funds and priority to secure these resource needs.

Submit completed proposal packages to:

APP@calstate.edu and

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