

## APPROVAL PROCEDURE FOR NEW ACADEMIC PROGRAMS

### Overview of New Program Development

For purposes of this document, new academic programs are defined as new degree majors/programs, new minors, new credentials, and new sub-categories (i.e., certificates, emphases, tracks, fields, concentrations, etc.) within existing majors/programs. California State University Channel Islands (CSUCI) faces the challenge of building an innovative curriculum that serves the needs of our students, the local community, and the State of California while using the limited resources available during the initial start-up of the campus. To enable new programs to be approved in an expedient manner, the following procedures will be used for the approval of new majors/programs at CSUCI that are already on or will be added to the Master Plan to be offered in Fall 2002 and those majors/programs to be added to the Master Plan for Fall 2003 and beyond.

### Proposal Process for Offering New Majors/ Programs

The Chancellor's Office requires that a Proposal to Change the Master Plan (short-form application) be submitted by the beginning of January 2002 for any new majors/ programs that are not currently on the Master Plan (Fall 2002 and beyond) or when a starting date for a major/ program on the Master Plan is changed. The format for a Proposal to Change the Master Plan (the short form proposal) is attached as Appendix A. For all majors/ programs that are proposed for the Fall 2002 semester, a Proposal to Offer a Program in 2002 (the long-form proposal, Appendix B) must be written that follows the format specified by the Chancellor's Office. Long-form proposals for approved majors will be submitted to the Chancellor's Office at the end of January. In addition to the long-form proposals, the Curriculum Committee will request Supplementary Documentation about a proposed major/ program as specified in Appendix C that is not included on the Chancellor's Office form. Cover sheets must be provided with both the short and long form proposals (see Appendices A and B). Proposed minors should be submitted on Appendix D.

### General Features of New Academic Programs

It is important for academic programs to provide consistency in the types of degrees offered and in the number of units required for various degrees. A listing of the names of degrees and general characteristics of programs to be offered is provided in Table 1. It is important for faculty to ensure that their proposals for new academic programs are consistent with the general features included in Table 1.

**Table 1: Minimum Requirements of Degrees and Minors**

Minimum Unit Requirements	Minor	BA	BS
Total Units	-	120	120
Upper-Division	-	40	40
General Education <sup>1</sup>	-	48	48
Total Units in the Program <sup>2</sup>	15 <sup>3</sup>	24 <sup>4</sup>	36 <sup>4</sup>
Upper-Division Units in the Program <sup>2</sup>	9 <sup>3</sup>	12 <sup>4</sup>	18 <sup>4</sup>

**Notes:**

- <sup>1</sup> All nine units of the upper-division resident General Education requirement must be interdisciplinary courses with three of the nine units taken outside the major discipline. Up to six of the nine units of upper-division General Education courses can be used to count toward the major degree.
- <sup>2</sup> A program is defined as a course of studies that provides an in depth understanding in a named disciplinary area.
- <sup>3</sup> The Chancellor's Office specifies at least 12 units for the minor with 6 units upper-division.
- <sup>4</sup> These are the minimum requirements set by the Chancellor's Office.

Within a given major/ program it is possible to offer several subcategories including minors, options, emphases, credentials, and certificates. Concentrations are reserved for teaching credential programs only. All of these subcategories will appear on the transcript. The following subcategories shall not be used at the present time: specialization, tracks, themes, and fields. These subcategories may be added to the curriculum as needed in the future. Definitions of these subcategories are as follows:

Minor: An aggregate of at least 15 units of coursework, 9 units or more of which must be on the upper-division. Minors may be within a single discipline or they can be interdisciplinary but cannot be obtained in addition to a major in the same discipline.

Option: A course of studies within a major that provides an in depth understanding in the named sub-disciplinary area. Options in a major/ program will require substantially different sets of coursework. For example, in the Liberal Studies major, three options may be offered: Teacher Credential, Interdisciplinary, and Concentrated Studies.

Emphasis: A course of studies within a major/program that provides an in-depth knowledge of a specific aspect or sub- and/or inter-disciplinary area within a discipline. In contrast with options, emphases will possess a common core of curriculum but will specify a set of electives. For example, Chemistry could offer a common core and emphases in Pharmaceutical Chemistry and Science Education.

Credential: A specific aggregate of courses, completion of which is sufficient for licensing by the State of California to teach (or perform specific professional tasks) in the public school systems. No specific unit requirements are given for credentials generally; usually the curricular requirements are noted in the governing legislation as "competencies." Students enrolled in the Teaching and Learning Option in the Liberal Studies major will have concentrations consisting of 12 units as part of their program and the concentrations will appear on students' transcript.

Certificates: A thematic grouping of courses from one or more disciplines, which define a significant educational accomplishment. Certificates are composed of at least 18 units of coursework.

Each instructional program must be internally coherent, and vertically and horizontally integrated. It is not sufficient that the aggregation of courses simply "cover" subjects within the discipline. The course work offered in a discipline must establish an interrelated overview of the discipline and its methodology. The course and program requirements should build upon and reinforce coursework in basic intellectual skills, and should take advantage of courses offered in other academic disciplines. The course requirements should be established so that a defined sequence of learning develops from basic and general courses to specific, advanced ones which integrate earlier learning experiences and which provide direction to further advanced study. Graduate programs should build upon strong undergraduate preparation. The decision to propose a major/ program obligates the discipline to offer the core and elective courses with sufficient frequency so that students may complete the program.

For undergraduate programs, the course and program requirements should provide for integration with the General Education program of the University. The pattern of courses and individual course structure must be planned to afford easy incorporation of new developments within the discipline. The coursework must establish depth of understanding sufficient that the student can appreciate the scholarship of the discipline and respond to it by synthesizing new facts, experiences, and opinions including her/his own, or by original research and scholarship.

Proposed programs must incorporate administrative procedures that provide for the following:

1. Accurate and accessible student advisement,
2. Efficient use of physical resources,
3. Effective use of faculty expertise and faculty time, and
4. Efficient and effective communications and records keeping.

**Changes of Name and/or Requirements of Existing Programs**

Name changes or changes in requirements of existing programs (i.e. degree programs, minors, options, or emphases) must be approved by the Curriculum Committee.

**Timeline for the Proposal Process**

Both long and short form proposals and proposals for minors must be submitted to the Curriculum Committee by October 31, 2001. The Curriculum Committee shall review the proposals and, if questions arise they will be provided to the faculty submitting the proposal by November 16, 2001. Recommendations on the proposals shall be submitted to the Academic Senate by November 27, 2001. The Academic Senate, in turn, shall consider the proposals by December 4, 2001. Proposals that are approved by the Academic Senate will be simultaneously submitted to the CSUCI Administration and to the Catalog Committee. The CSUCI Administration will have until the end of December to approve the new majors/ programs to be offered in the Fall 2002 and those to be added to the Master Plan for 2003 and beyond. Approved short forms must be submitted to the Chancellor's Office by January 2, 2002. Majors/ programs approved for the Fall 2002 must also be submitted to the Chancellor's Office by January 31, 2002.

**APPENDIX A: PROPOSAL TO CHANGE THE MASTER  
PLAN (SHORT FORM)**

**PROPOSAL TO CHANGE THE MASTER PLAN  
(SHORT FORM)**

Proposed Name of Degree: \_\_\_\_\_

Proposed Year of Implementation: \_\_\_\_\_

Options/ Emphases in the Degree: \_\_\_\_\_  
\_\_\_\_\_

Faculty Proposing New Program: \_\_\_\_\_

**Review and Approval:**

**1. Curriculum Committee Approval:**

Curriculum Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Academic Senate Approval:**

Chair, Academic Senate: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Administration Approval:**

President (or designee): \_\_\_\_\_ Date: \_\_\_\_\_

NAME OF PROGRAM AND DEGREE

BRIEF DESCRIPTION OF PROGRAM (75 - 100 WORDS)

JUSTIFICATION FOR PROPOSAL (75 - 100 WORDS)

10/17/2001

Senate Resolution 6-01

**APPENDIX B: PROPOSAL TO OFFER A NEW  
ACADEMIC PROGRAM/ MAJOR  
IN FALL 2002 (LONG FORM)**

10/17/2001

Senate Resolution 6-01

**PROPOSAL TO OFFER A NEW ACADEMIC PROGRAM/ MAJOR IN FALL 2002  
(LONG FORM)**

Proposed Name of Degree: \_\_\_\_\_

Options/ Emphases in the Degree: \_\_\_\_\_  
\_\_\_\_\_

Faculty Proposing New Program \_\_\_\_\_  
\_\_\_\_\_

**Review and Approval:**

**1. Curriculum Committee Approval:**

Curriculum Chair: \_\_\_\_\_

Date: \_\_\_\_\_

**2. Academic Senate Approval:**

Chair, Academic Senate: \_\_\_\_\_

Date: \_\_\_\_\_

**3. Administration Approval:**

President (or designee): \_\_\_\_\_

Date: \_\_\_\_\_



**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 Office of Academic Program Planning 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 four copies should be sent to Academic Program Planning, Office of the Chancellor.

**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 that would offer the proposed degree major program. Identify the unit that 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 that are (1) needed to initiate the program and (2) needed during the first two years after implementation. Include proposed catalog descriptions of all new courses.
- f. List of elective courses, by catalog number, title, and units of credit, that can be used to satisfy requirements for the major. Identify those new courses that are (1) needed to initiate the program and (2) needed during the first two years after implementation. Include proposed catalog descriptions of all new courses.  
  
(Note: With regard to Sections 1e and 1f, 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, concentrations, 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 Section 2a above.
- 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 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 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.)

***INCLUDE A PARAGRAPH ON CAMPUS RESOURCES REQUIRED TO OFFER THE MAJOR PROGRAM***

**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.)

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

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 campus-wide 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 interlibrary 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 the 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.

**APPENDIX C: SUPPLEMENTARY DOCUMENTATION  
FOR PROPOSALS TO OFFER A NEW ACADEMIC  
PROGRAM/ MAJOR IN FALL 2002**

### **Supplementary Information**

The following information should be submitted to the Curriculum Committee.

- 1) Provide a proposed four-year schedule of all courses offered by the discipline (including General Education, remedial courses, and supporting courses for other majors) and when they will be offered using Table 2.
- 2) Provide a discussion of the minimum faculty/ lecturer/ staff hiring that will be necessary to offer the program over the four years after the program is implemented.
- 3) Discuss how the courses listed in Table 2 will be taught using the faculty/ lecturers/ staff in 1) and 2) above.

*INSERT FOUR YEAR TABLE HERE*

**APPENDIX D: FORMAT FOR PROPOSALS  
TO OFFER A MINOR IN FALL 2002**

**PROPOSAL TO OFFER A MINOR IN FALL 2002**

Proposed Name of Minor: \_\_\_\_\_

Faculty Proposing Minor: \_\_\_\_\_  
\_\_\_\_\_

<b>1. Catalog Description:</b>
<b>2. Justification for Proposed Minor (&lt; 100 words):</b>
<b>2. Total Number of Units in the Minor (including pre-/ co-requisites):<sup>1</sup></b>
<b>3. Lower-Division Requirements (including pre-/ co-requisites):<sup>1,2</sup></b>
<b>4. Upper-Division Requirements (including pre-/ co-requisites):<sup>1,2</sup></b>



<b>5. Lower and Upper-Division Electives (if any):</b>
<b>6. Additional Facilities/ Faculty/ Resources Needed to Offer the Minor (if any):</b>

**Notes:**

- <sup>1</sup> All courses required for the minor must be listed. For example, the Chemistry minor requires 20 units of Chemistry courses, but several of the courses have the requirement of two semesters of Calculus (Calculus I and II). The lower-division requirements for the Chemistry minor must include these additional math courses.
- <sup>2</sup> The Academic Senate at CSUCI has approved that all minors must have a minimum of 15 units, 9 of which must be upper-division.

**Review and Approval:****1. Curriculum Committee Approval:**

Curriculum Chair: \_\_\_\_\_ Date:

**2. Academic Senate Approval:**

Chair, Academic Senate: \_\_\_\_\_ Date:

**3. Administration Approval:**

President (or designee): \_\_\_\_\_ Date: