

Senate Policy 25-22
Policy on Curriculum and Academic Planning

Motion: To approve the Policy on Curriculum and Academic Planning

Passed at the May 4, 2026 meeting of the Academic Senate

Approvals:


Christina Smith (Jun 4, 2026 11:32:34 PDT)

Christina Smith, PhD
Chair, Academic Senate

06/04/2026

Date



Sue Andrzejewski, PhD
Interim President

06/26/2026

Date



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Division of Academic Affairs

Policy Number: SP 25-22

Approved By: Academic Senate

Effective Date: Fall 2026

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Policy on Curriculum and Academic Planning

PURPOSE:

This policy combines two previous policies regarding the CSU Academic Master Planning (SP 18.02) and the curricular processes and committee charges (SP 18.06). It lays out the oversight by the Academic Policy and Planning Committee (APPC) of the steps for developing and approving programs to follow the Chancellor's Office requirements (i.e. CSU Academic Master Plan) and curriculum approval for integration and planning for campus systems (Internal Campus Academic Master Plan).

BACKGROUND:

Academic Master Planning is a foundational activity in the life of the university. Clarity of processes is required as new degree programs are being developed to ensure fair, equitable, and timely review by all constituents. The Academic Master Plan (AMP) of credit bearing current and projected new programs is generated by APPC and approved by the Academic Senate before being sent to the Chancellor's Office (CO). The creation of an Internal Campus-AMP (ICAMP) is also needed to identify projected programs, certificates and credentials for campus planning purposes, and should include the current existing programs.

POLICY:

Drafted by SP 18-02 Revision Summer 2025 Task Force and by APPC in Spring of 2026; supersedes SP 18-02 and SP 18-06.

This policy governs the approval, development, and implementation of new and existing Bachelor's, Master's, and Doctoral degree programs at CSU Channel Islands (CSUCI) and ensures compliance with California State University (CSU) system requirements and campus shared governance processes.

Programs' subplans (emphases, concentrations and options) and other programs of studies (e.g.

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completion programs, minors, certificates and credentials) are covered elsewhere; see the Curriculum Development Handbook for approved timelines and processes.

ACCOUNTABILITY:

Academic Senate, Academic Policy and Planning Committee, Local Curriculum Committees, General Education Committee, Department Chairs, Academic Deans, Provost, Academic Programs Office, President

APPLICABILITY:

Curricular planning decisions for new programs.

DEFINITION(S): N/A

AMP: The Academic Master Plan is the CSU-wide list of all Bachelor's, Master's, and Doctoral degree programs approved by the Board of Trustees, both current and projected. Each campus must report any updates annually to the CO.

APPC: Academic Policy and Planning Committee.

BOT: Board of Trustees of the CSU.

CO: The Chancellor's Office.

Curriculum Development Handbook: A handbook published annually by the Academic Programs Office that includes the processes and timelines for program development and curriculum review as approved by APPC.

Degree programs: used in this policy to refer collectively to Bachelor's, Master's, and Doctoral programs.

Faculty champion: A member of the CSUCI faculty who proposes a new program or course, or a change to an existing academic course or program.

ICAMP: The Internal Campus Academic Master Plan is an internal document specific to CSUCI that is used for planning and implementing all curricular programs, whether stateside or run through Extended University. The ICAMP includes all program degrees and subplans in the CSU's Degrees Data Base plus credentials, certificates, minors, Transfer Module Curriculum (TMC) and Completion programs of study.

Implementation date: date the new approved program is coded in the CSU database and the campus may open applications and start admissions.

New Degree Program Proposal for Academic Master Plan: Program intent proposal, formerly known at CI as "Short Form."

LLC: Local Curriculum Committee.

New Program Curriculum Proposal: Proposal for new program implementation, Completed only after a projected program has been accepted by the BOT and added to the AMP.

Pilot Program: A new baccalaureate, master or doctorate program with curriculum developed without BOT approval, and still requiring CO's curriculum review and approval before conditional implementation .

Student systems: Operational databases and processes that support student registration, enrollment, scheduling, advising, financial aid, etc.

WSCUC: WASC Senior College & University Commission. CSUCI's accreditation body.

POLICY TEXT:

1. New Degree and Program Approval Steps

1.1. All New Degree Program Proposals must be approved through the campus shared governance process and must comply with timelines and procedures described in the Curriculum Development Handbook published by the Academic Programs Office. The campus Processes and Timelines for programs and curriculum approval must align with the CO's requirements and be approved by APPC before publication.

All degree programs offered by CSUCI must be included in the AMP and added to the ICAMP. No degree program may be offered unless it appears in all plans.

1.2. The CSU requires a two-step process for the approval and implementation of new degree programs. The first step responds to the New Degree Program Proposal and consists of planning. The second step responds to the New Program Curriculum Proposal and consists of curriculum development, review, approval and program implementation

1.3. The first step in the approval process is the submission of a New Degree Program Proposal. Following approval through the campus shared governance process, the campus submits this proposal to the BOT. The BOT considers New Degree Program Proposals twice per year.

Upon approval by the BOT, the new degree is added to the AMP. When multiple new degree programs are proposed, a New Degree Program Proposal must be submitted for each program. There is no limit to the number of proposals that a campus may submit to the BOT for consideration at a given meeting.

Only degree programs approved by the BOT and included in the CSU may proceed to the curriculum development stage.

1.3bis. Pilot Programs. A Pilot Program is a new baccalaureate, master or doctorate program with curriculum developed prior to BOT and CO's approval. These programs do not go into the AMP as projections, and follow a different process.

These require campus curriculum approval through APPC and insertion in the ICAMP; Upon approval from the Provost and President, the AVP of Academic Programs informs the CO that the campus is developing a Pilot Program proposal. The faculty submit a New Program Curriculum Proposal that must follow the campus approval process. The Provost and President may attach specific requirements to the proposal so it may be considered for full implementation after a certain number of years. The pilot program is implemented (conditionally, as a pilot) after CO's review.

Refer to the Curriculum Development Handbook for timelines and process details on Pilot Programs implementation.

1.4. The AMP includes the current and previously approved projected Bachelor's, Master's and Doctoral degrees. .

1.4a. In order to be included in the AMP, new degree program proposals must complete the campus curriculum approval process in accordance with the procedures and timelines outlined in the Curriculum Handbook and the annual timeline published by the Academic Programs Office.

1.4b. All credit-bearing degree programs and course proposals must be initiated by one or more faculty champions. The faculty champion serves as the primary point of contact for questions related to the proposal and is responsible for ensuring that departmental curriculum development procedures are followed, CSUCI curriculum policies are adhered to, appropriate consultation occurs with the department chair, chairs of affected programs, and the Academic Programs Office, and that the proposal is entered into CSUCI's curriculum management system. While faculty champions typically develop the proposal, development by the faculty champion is not required in cases where CSUCI lacks the necessary internal expertise.

1.4c. Each new degree program proposal must be submitted independently through the "New Program Proposal form" and once approved, all new projections are added to the AMP seeking BOT's approval

1.4d. After review and approval through the campus process, the campus new degree program proposals are submitted to the CO. Upon review and approval by the BOT, the projected new degrees are included in the system AMP.

1.4e. The new degree program proposals recommended by campus process are added to the ICAMP following the steps and timeline in the Curriculum Development Handbook, published annually by the Academic Programs Office.

1.5. Once a new Bachelor's, Master's, or Doctoral program proposal has been approved by the BOT with its implementation date, it is included in the AMP and in the ICAMP, the campus may proceed with development of the full curriculum proposal.

The curriculum review, approval, and implementation process must adhere to the timelines published and updated annually by the Academic Programs Office in order to allow for required campus support activities, including marketing, recruitment, admissions, and related operational

planning. This information together with detailed procedures for curriculum development and review are provided in the Curriculum Development Handbook.

The full curriculum proposal must complete all required campus-level approvals and system-wide approvals, including review by the Chancellor's Office. For undergraduate degree programs, the proposal must include sample student road maps, consisting of at least two two-year and two four-year maps. Road maps are intended to illustrate possible pathways to degree completion and do not constitute mandated or exclusive pathways.

1.6. Once the full curriculum proposal has been submitted to the Chancellor's Office for review, advertising for the program may begin, provided that all promotional materials clearly state that the program is pending CSU Chancellor's Office review. Early advertising of a program shall not constitute a reason to expedite or alter campus- or CSU-level approvals.

1.6a. Admissions may open only after final approval by the Chancellor's Office, and after implementation in the degrees database and in PeopleSoft.

1.6b. If substantive changes are required as a result of the Chancellor's Office or other off-campus review process, the proposal shall be returned to the faculty champion(s) for revision. The revised proposal shall be reviewed by the Local Curriculum Committee and forwarded for Senate review and approval prior to resubmission to the Chancellor's Office.

1.6c. If required changes are determined to be not substantive, the proposal will be sent to the Local Curriculum Committee as an information item and sent to the Academic Programs Office for a final technical review.

1.6d. Clarification questions from the CO only require consultation with the faculty champion(s) and Dean.

Only after full CO approval will CSU and CIP codes be assigned and the program be entered into the CSU Degrees Database and the new academic program be entered into the CI Catalog.

2. Internal Campus Academic Master Plan (ICAMP)

2.1. ICAMP is an internal document to CSUCI for planning and implementing all curricular programs both stateside and run through Extended University, including credentials, certificates, completion program of studies and minors that are not be included on the AMP document..

2.2. No new programs may be offered at CI without first being approved through the campus curriculum approval process, added to the ICAMP, and included on the AMP, if applicable.

Exceptions to allow for expedited review may be granted for accreditation or other extraordinary cases. Premature advertising or admissions do not in themselves constitute an exception.

2.3. Implementation dates indicated on the AMP may be amended on the ICAMP due to budgetary or resource allocation issues. Changes in implementation dates must follow CO justification requirements

3. Modification of Existing Programs

3.1. Academic departments making substantive changes to program or course content should follow the steps in the Curriculum Handbook and the timeline set forth in the Policy on Consecutive Year Modifications.

3.2. Full consultation regarding impact of changes on other programs must be completed and documented in the curriculum system before changes are approved.

4. Campus Curriculum Process – General roles of faculty, LCC and APPC on program and curriculum review

The development of a new degree program proposal shall be initiated by faculty champion(s). Prior to launching the proposal, the faculty champion is responsible for preparing the required and for consulting with the Department Chair and appropriate Dean to determine academic feasibility, resource availability, and alignment with college and university priorities.

During the review of the full program proposal, following departmental and college-level consultation, the proposal shall be submitted for review to the designated Local Curriculum Committee; should no LCC be designated, the faculty champion shall, in consultation with the Co-Chairs of APPC, determine the appropriate LCC. The Local Curriculum Committee shall review the proposal for curricular coherence, academic rigor, overlap with existing programs or program course offerings, and alignment with campus curriculum standards and shall forward its recommendation to the next step.

The APPC shall review the proposal with respect to academic planning considerations, program demand, resource implications, and alignment with institutional and CSU system priorities. Upon completion of its review, the APPC shall forward the proposal, along with its recommendation, to the next step, usually the Academic Senate.

The Academic Senate shall consider proposals through a first reading. Proposals shall return to the Senate for a second reading and final consideration and approval in accordance with Senate procedures. Only proposals approved by the Academic Senate may proceed to submission to the CSU Board of Trustees for consideration and potential inclusion in the AMP, ICAMP and/or the campus Catalog.

Curriculum approval processes and timelines are developed by APPC in conjunction with Academic Programs Office and are published annually in the Curriculum Development Handbook and on the Academic Programs website. Development of timelines must take into account system-wide and student-systems requirements.

5. Composition, Charges, and Terms of APPC and LCCs

5.1. The composition, charges, and terms of the APPC and LCCs are set forth in the Senate Bylaws.

5.2. Per Senate Bylaws, Art. 6.2, APPC and individual LCCs may create ad hoc committees for policy review and development.

5.3. In conjunction with the Academic Programs Office, the APPC maintains both a public-facing version of the AMP as pertaining to CI only, and the internal-facing ICAMP.

6. Curricular Roles and Responsibilities

Information about the roles and responsibilities for Chairs, Deans, Provost, President, APPC, LCCs, General Education Committee, Academic Senate, Academic Programs Office, and faculty champions are identified in the Curriculum Development Handbook.

Courses submitted for Graduation Writing Assessment Requirement (GWAR) designation shall be reviewed by the Department Chair of English (or their designee) to ensure compliance with CI writing requirements.

Courses submitted for alignment with Title 5 American Institutions Requirement (AIR) shall be reviewed by the Department Chair of History and/or Public and Global Affairs (or their designee) to ensure compliance with requirements to provide instruction in United States History, Constitution, and American Ideals.