



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

<Senate Policy/Division>

Approved By: <Office Use Only>

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Policy Number: <Office Use Only>

Effective Date: <Office Use Only>

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Policy on Academic Planning Process

PURPOSE:

To update the Academic Planning Process at CSUCI and bring it in line with current practices outlined by the Chancellor's Office.

BACKGROUND:

Senate Policy 05-04 was the first document to attempt to institutionalize the process of Academic Planning. CI has grown out of its nascent phase into one of adolescence that requires structures to be updated to conduct our work with decentralized efficiencies with the newly formed **Local Curriculum Committees** to provide local jurisdiction of the curriculum related to the content review and approval for new proposals and modifications of existing programs and courses. The newly formed the **Academic Policy and Planning Committee** is responsible for all curricular policies, and curricular elements related to the Academic Master Plan, University Catalog, and Schedule of Classes in conjunction with the Academic Planning/Curriculum Office.

Academic Planning at CSUCI is intended to be an ongoing discussion of facilities needs and to assist the campus in identifying and prioritizing future construction and renovation as it pertains to our growing campus and expansion of curricular offerings. Academic Planning is essential in projecting future faculty and staff hiring and in setting campus budget priorities. Finally, academic planning is central to CSUCI attaining student enrollment targets projected for the future.

POLICY:

Drafted by Curriculum Committee AY 18/19

Accountability:

Academic Senate, Academic Policy and Planning Committee, Local Curriculum Committees

Applicability:

All curricular decisions.

Definition(s): N/A

Policy Text:

The process of proposing new degrees/programs, majors, minors, emphases, concentrations, options, credentials, certificates for placement on the Academic Master Plan is initiated with the submission of a "letter of intent form" to the AVP of Academic Planning indicating a desire to proceed with the



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development of a new academic program. The letter of intent form describes the broad outline of the program, along with the rationale for introducing the program using a standard template (to be developed). The completed letter of intent form will be distributed to a proposed Chair, all Deans, the Provost, and the Academic Policy and Planning Committee (APPC).

Following submission of the letter of intent, the faculty sponsor, appropriate chair (in the event the proposed degree does not fall within an existing program area the chair of a related program may be included) and appropriate dean will meet with the AVP of Academic Planning to review the process and curriculum requirements, discuss questions of feasibility and resources (including Library and IT), and create a calendar that includes campus deadlines and a realistic timeline for the formal proposal process.

If after this initial consultation results in an affirmative recommendation, the faculty sponsor will then develop the “Projected Proposal Template for the AMP” (http://calstate.edu/app/program_dev.shtml), that includes supplementary data designed to document feasibility, demand, need, and program cost. Consultation with the Academic Planning/Curriculum Office is required in the development of this form prior to campus distribution to ensure all pertinent rules and regulations (i.e., Senate Policies, Executive Orders, Title IV, etc....) are considered in planning. The faculty sponsor and the program chair will schedule one or more open sessions to present the draft program and receive feedback from faculty and campus colleagues. The proposed program will also be circulated to program chairs to solicit feedback and ensure collaboration, where appropriate.

After receiving and incorporating feedback from faculty and the campus community, the faculty sponsor will submit the “Projected Proposal Template for the AMP” into Curriculog™. Revision and resubmission may occur at any level of review. Approval implies a positive recommendation and will advance the proposal to the next level of review.

The proposal is first sent to the Dean for formal review and comment. Comments from the dean will minimally include an assessment of program viability, relative priority, and commitment at the school level. Once written comments are received and incorporated as needed, and there is a positive commitment from the dean, the proposal is forwarded to the appropriate Local Curriculum Committee for review, action, and priority ranking if approved.



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Following approval by the relevant Local Curriculum Committee/s the proposal will be routed to the APPC for review and comment. If approved, the written comments from the APPC will be attached to the proposal and forwarded to the Senate for consideration and action.

If the proposal is approved by the Senate, it will then be forwarded to the Provost for review and approval. The Provost in consultation with the Dean will indicate final recommendation or not, relative priority, timing of implementation, and recommended resources needed for implementation.

The proposal will then be sent to the President for review and approval. If approved, the proposal will then be prepared for submission to the Chancellor's office and WASC (if required). If Board of Trustees approval is granted, the degree will be added to the CI Academic Master Plan.

The faculty sponsor/team ONLY will develop the formal "Program Proposal Template" after Board of Trustee approval. The "Program Proposal Template" will then undergo the previously outlined curriculum approval process including consultation with the Academic Planning/Curriculum Office prior to Curriculog™ submission, followed by reviews by: Chair, Local Curriculum Committee, Dean, Academic Planning/Curriculum Office, Senate, Provost, and President before submitting to the Chancellor's Office.

The campus-approved detailed Program Proposal Template will then be submitted to the Chancellor's Academic Program Planning Office one academic year prior to the desired implementation date. The CO Academic Program Planning office will send the proposal to external reviewers and make a recommendation for either a revise and resubmit or a recommendation for chancellor approval.

If substantive changes are required as a result of the off-campus review process, then the proposal will be returned to faculty sponsor for addressing the changes and then to the Local Curriculum Committee for review and recommendation for return action and approval by the Senate before resubmitting to the CO for the external review process.

If changes are required from the off-campus review process that are not substantive, the proposal will be sent to the Local Curriculum Committee as an information item and sent to the CI Academic Planning/Curriculum Office for a final technical review.



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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.