GUIDELINES FOR THE SUBMISSION OF PROPOSALS FOR THE ADDITION OF NEW DEGREE PROGRAMS TO THE UNIVERSITY’S MASTER PLAN

I. INTRODUCTION

The institution of a new degree program on campus requires two major steps; first, the degree must be placed on the University’s Master Plan by the CSU Board of Trustees; and second, the actual degree program must be approved by all appropriate levels of review including the Chancellor’s Office. Proposals for the addition of a new degree program to the campus’ master plan must be sponsored by a school and reviewed by the Council of Deans, the Curriculum Committee or Graduate Education Committee, the Priorities Committee, and approved by the Academic Senate and the President. The addition of a new degree program to the campus master plan must be approved by the CSU Board of Trustees.

Requests to add a new degree program to the campus academic master plan requires the development of a proposal following the outline provided below. Special concerns, which must be addressed by a new degree program proposal, are as follows: The proposal should indicate the reason the program is being proposed and the anticipated student demand. If additional resources will be required, there should be an indication of commitment to secure them and evidence that decision-making curriculum committees were aware of the sources of resource support when they endorsed the proposal. If the program is an occupational or professional one, the proposal should summarize evidence of the need for graduates with this specific educational background. If the new degree program is now offered as an option, the proposal should include a brief rationale for the conversion. If the new program is not commonly offered as a bachelor’s or master’s degree, the summary should provide a compelling academic rationale explaining how the proposed subject area constitutes a coherent, integrated degree major, which has potential value to students. If the proposal does not appear to conform to the Trustee policy calling for “broadly-based programs,” rationale should be provided.

Other documents to be consulted when developing a new degree program proposal (copies of which may be obtained from the Academic Programs office) include: (1) Summary of Guidelines for Five Year Academic Plans; (2) Some Planning Assumptions for the California State University; (3) Guidelines for Breadth in New Bachelor’s Degree Majors; (4) Curriculum Guidelines and Procedures: Programs (UPS 410.103).
After a degree program has been added to the academic master plan, a degree proposal must be developed, reviewed and approved prior to the projected year of degree program implementation. The required content of these proposals is contained in “Procedures for Submitting Proposals for New Degree Major Programs” which may be obtained from the Office of Academic Programs.

II. OUTLINE: NEW DEGREE MASTER PLAN PROPOSALS

1. Definition of the Proposed Degree Major Programs
   a. Name of the department, departments, division or other unit of the campus, which would offer the proposed degree major program, plus degree title.
   b. Name, title and rank of the individuals(s) primarily responsible for drafting the degree major program for possible inclusion in the Master Plan.
   c. Objective of the proposed degree major program. (State specifically what the proposed program is expected to accomplish).
   d. Program requirements for graduation. (Give the total number of units probably required for the major. List those courses, which may be included as required or elective in the program. Provide a rationale for the program. Provide a rationale for the possible grouping. Note if any new courses appear to be necessary).

2. Need for the Proposed Degree Major Program
   a. Other CSU campuses currently offering the proposed degree program, list of neighboring institutions, public or private, currently offering the proposed degree major program. Note the differences, if any, from these programs, and the similarities.
   b. Relation of the proposed degree major program to the projected curricular development of the department, division and/or school, and campus.
   c. Other curricula offered by the campus which are closely related to the proposed program (list and describe).
   d. Need for the proposed degree in the geographical area to be served. (Justify its need at CSUF also).

3. Needed Support Resources for the Proposed Degree Major Program
   a. Faculty members who might teach in the proposed program. Are new faculty required?
   b. Additional space, library resources, facilities and equipment requirements anticipated.
   c. Estimated enrollments, FTEF and SFR.

The Office of Analytic Studies and the Associate Vice President for Academic Affairs shall provide assistance in data collection.

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