Office of Academic Programs • WH 440 • creview@csudh.edu

New Program Approval Process

No new degree program can be implemented without first being added to the CSU's Academic Master Plan (AMP). In order for a program to appear on the AMP, a department must submit a "Projected Degree Proposal" to the Chancellor's Office (CO) that has been approved by the campus president. The CO puts a call out for these proposals twice a year, once in the Fall semester and once in the Spring semester. The CO will then decide if it will put that proposal forward to the CSU Board of Trustees (BOT). If it does, and the proposal is also approved by the BOT, the program will be placed on the AMP. The campus then has ten years to seek campus and CO approval of the actual program and to implement said program.

- **Steps 1-3** below outline the process for approval for new degree programs to get on the AMP.
- **Steps 4-17** outline the steps for new program approval, including degree programs, credentials, minors, and certificates.
- Only new degree programs must go to the Chancellor's Office **(Step 18)**.

Please note that all materials related to the curriculum review process must be submitted through Course Leaf using one of the following forms:
- **Course Form**
- **Program Form**
- **Miscellaneous Form**

Step #1: Complete the CO's Projected Degree Proposal form and submit for campus approval.

- Use Course Leaf to access and submit the CO form by
  - Going to: https://nextcatalog.csudh.edu/miscadmin/
  - Log in using your CSUDH credentials
  - Click on the green 'Propose New Miscellaneous'
  - In the 'Request Type' dropdown, select 'AMP Projected Degree Proposal'
  - Click on the link to the CO Projected Degree Proposal and complete the form
  - Attach the completed form to the miscellaneous request as one (1) single Word file.
  - Enter responses for all required fields in the form
  - Click the green 'Start Workflow' button at the bottom of the form.

- Prior to starting workflow, departments wishing to propose a new program for the AMP should consult with the College Dean, CCPE Dean (if self-support), participating & impacted departments, as well as University Effectiveness and Planning (UEPA) to complete the CO form.

Step #2: Dean, Provost, and President review and approve (or not) the Projected Degree proposal for submission to the CO and the BOT.

Step #3: Campus-wide Sharing #1
- If approved for submission by the Dean, Provost, and President, the program title, description, list of proposed courses, and a link to the complete form will be published in the Curriculum Register in order to notify the campus of the intent to propose a new program.
- Campus community members will have 10 working days to submit comments about the proposed program.
- If objections are raised, the submission will still move forward, but the objection(s) must be included with the full program proposal and addressed in further levels of review.

Step #4: If approved for the AMP, the proposing department works with Academic Programs to submit the WASC Substantive Change Screening form
- Information about this form can be found at this link.

Step #5: Faculty Proposer develops full program proposal in consultation with Department Chair & College Dean
- Faculty member(s) develop the following in consultation with the College Dean and Department Chair regarding resources & alignment with college mission:
  - Program description & requirements (catalog copy)
  - Rationale for program
  - Program learning outcomes (PLOs)
  - Course titles, descriptions, student learning outcomes, sample assignments, and list of potential texts for each course in order to demonstrate disciplinary perspectives and how outcomes are being supported/addressed. Whole syllabi with dates and policy statements are no longer required.
  - Learning outcomes matrices (Courses to PLOs and PLOs to Undergraduate, Graduate, or Doctoral ILOs)
  - Curriculum map
  - Assessment Plan
  - Data to justify need for the program (student demand, workforce demand, etc.)
  - Resources Required
  - 3-year Course Plan (List of when each course is going to be offered)
  - Roadmaps
    - Two- and four-year roadmaps for undergraduate programs
    - A roadmap detailing the plan of study for each year of the program for master's and doctoral programs.
  - Resolution/response to any objections raised during Campus-Wide Sharing #1

  *Note that all the above documents are required by the CO, except the sample assignments, list of potential texts, roadmaps, and the response(s) to objections.

STEP #6: Campus Consultations

- Once the full proposal has been submitted to workflow, chairs of affected departments (defined here as having courses that are included in the program) will receive an FYI indicating that a program including their courses has been submitted and that they should raise any concerns during campuswide sharing.
- The proposal will then be reviewed by the following campus entities in the following order:
  - Information Technology (IT)
  - Library
  - University Student Learning Outcomes & Assessment Committee (USLOAC) - Faculty Director of Assessment or designee

Step #7: Department Chair Impact Statement

Step #8: College Dean Impact Statement

- Impact statement should address if/how the program aligns with the college mission, its marketability, a willingness (or not) to provide resources (human, financial, etc.) described in the proposal, the substance of the consultations, and the response to any objections that were raised, including consultation with other Deans if there are objections from outside the College. It should also acknowledge whether or not the program requirements comply with Title V.*
  - College of Continuing and Professional Education (CCPE) Dean, if the program is self-support and will be administered through CCPE

Step #9: Department Approval

- The department should consider everything created as part of Step #5 plus a response to the Dean's impact statement, if so desired, and any individual departmental faculty objections to the proposal.
- The Chair of the Department Curriculum Committee (if the department has one) or 50% of the voting faculty in a department (if the department does not have a department curriculum committee) approves the proposal to move forward.
- Such "approval" indicates the following to the subsequent committees:
  - appropriate consultations have been made and addressed, including with the Dean;
  - the proposed program is current and relevant to society's needs; and
  - the proposed program meets disciplinary standards and reflects current trends in the field.

Step #10: Campus-Wide Sharing #2

- Notification of the Curriculum Register is distributed monthly via email with a link to the Register, which includes a synopsis of the proposal and instructions for how to view the full proposal in Course Leaf.
- Campus members have 10 working days to submit an objection to proposal using the Miscellaneous form in Course Leaf.
- The objection will be routed via Course Leaf to the College Curriculum Committee, which will follow the objections process outlined here.

Step #11: College Curriculum Committee

- The College Curriculum Committee considers the following:
  - Does the program align with the College mission?
  - Does the proposal makes sense/cohere in a way faculty members outside of the discipline can see and understand?
  - Do the course outcomes align to the PLOs?
  - How will this program impact other programs in the College?
  - Is the disciplinary lens/boundary clear and distinctive? Do the course descriptions reflect the disciplinary perspectives and approaches?
  - Have intra-college objections been sufficiently addressed?

Step #12: Graduate Council (as appropriate)

  - The Graduate Council considers whether the program aligns with the standards for graduate curricula and whether current graduate programs are impacted.

Step #13: University Curriculum Committee (UCC)

- UCC considers the following:
  - Is this program beneficial to the campus community?? Is there a need/demand for it?
  - Does the program align with our Institutional Learning Outcomes (PLO to ILO alignment)?
  - Is the modality accurate based on WASC's definitions? (Note, almost everything will now be classified as hybrid for CO purposes, since they define "hybrid" as any mix of face-to- face and online)
  - Does it overlap with other programs offered at the University? Is the disciplinary lens/boundary clear and distinctive? Do the course descriptions reflect the disciplinary perspectives and approaches?
  - Have intra-college objections been sufficiently addressed?
  - Unresolved inter-college objections
  - Any further objections/appeals
  - Is the Assessment Plan for degree programs/concentrations approved by USLOAC?
    - Note: this does not apply to the following:
      - Certificates
      - Credentials
      - Minors

Step #14: Academic Programs

- Ensures that the WASC screening form has been submitted to and addressed by WASC and is attached to the proposal.
- Ensures all necessary materials are included, including objections
- Reviews unit counts and roadmaps

Step #15: Dean of Undergraduate or Graduate Studies (as appropriate)

- Ensures that the curriculum review process was followed appropriately
- Reviews Impact Statements
- Checks for compliance with Title V and all relevant Chancellor's Office Executive Orders and campus policies

Step #16: Provost

- Considers resource needs

Step #17: President's Office

- Considers resource needs

Step #18: Chancellor's Office

After CO Approval: Implementation Meeting

- Ensures that we are implementing the program within the prescribed admission deadlines for the new program to appear in Cal State Apply
- Ensures we are able to market and recruit students for the program in a timely manner
- Ensures we are able to schedule and offer the classes needed for the approved program in a timely manner
- Ensures that we are able to account for continuing students that would like to submit a change of major/change of objective for the appropriate term