Program Modification Approval Process

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**

Programs that have been previously approved and implemented via the curriculum review process will need to submit a program modification in order to propose at least one of the following modifications:

- Modifying title of program
- Modifying program requirements (i.e. adding/removing courses)
- Restructuring/modifying program requirements **without** adding/removing courses (i.e., reorganizing your program requirements)
- Modifying the capstone/culminating experience
- Modifying the degree designation (i.e., proposing to go from BA to BS or MS to MA)
- Reinstating a suspended program

Please note:

- **Steps 1-12** outline the steps for program modification approval, including degree programs, credentials, minors, and certificates.
- Only title changes must go to the Chancellor's Office **(Step 13)**.

Step #1 : Faculty Proposer develops program modifications in consultation with Department Chair & College Dean

STEP #2: Campus Consultations

- Once the modification 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 that includes their courses is proposing modifications and they should raise any concerns about these changes during campus-wide 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 #3: Department Chair Impact Statement

Step #4: College Dean Impact Statement

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

Step #5: Department Approval

- The department should consider everything created as part of Step #4 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:
  - o appropriate consultations have been made and addressed, including with the Dean;
  - o the proposed modifications are current and relevant to society's needs, meet disciplinary standards, and reflect current trends in the field.

Step #6: Campus-Wide Sharing

- 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 with a link to the whole 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 #7: College Curriculum Committee

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

Step #8: Graduate Council (as appropriate)

- o Consider whether the program modification aligns with the standards for graduate curricula and whether current graduate programs are impacted

Step #9: University Curriculum Committee (UCC)

- This committee considers the following:
  - o Is the modified program beneficial to the campus community?? Is there a need/demand for it?
  - o Does the program modification align with our Institutional Learning Outcomes (PLO to ILO alignment)?
  - o 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)
  - o Does the modification 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?
  - o Have intra-college objections been sufficiently addressed?
  - o Unresolved inter-college objections
  - o Any further objections/appeals
  - o Is the Assessment Plan for degree programs/concentrations approved by USLOAC?
    - Note: this does not apply to the following:
      - Certificates
      - Credentials
      - Minors

Step #10: Academic Programs

- Ensures all necessary materials are included, including objections
- Reviews unit counts and roadmaps

Step #11: 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 #12: Provost

- Considers resource needs

Step #13: Chancellor's Office

- Program name changes only

After Approval: Implementation Meeting

- Ensures that we are implementing the program modification within the prescribed admission deadlines for the modified 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 modification 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