

The California State University

Memorandum

Office of the Chancellor Humboldt State University

AUG 22 1997

Undergraduate Studies

To: Vice Presidents, Academic Affairs

Date: August 12, 1997

Chuck

From: Charles W. Lindahl
Interim Senior Vice Chancellor
Academic Affairs

Subject: Procedures for Fast-Track and Pilot-Program Alternatives for Establishing
New Degree Programs

Attached is a copy of the Board of Trustee agenda item addressing the revision of the process for reviewing and approving new degree programs. The resolution was adopted by the Board in July 1997. Three alternatives for establishing a new degree program are now authorized:

(1) Existing Process

This alternative is the traditional process, involving first the update of the campus Academic Master Plan and subsequently the development of a proposal for implementing the degree program. It will continue to be available for any proposed program and must be used for new programs that would involve major capital outlay and other significant additional new resources. Programs that involve degrees in areas new to the CSU as well as most programs that would involve separate specialized accreditation would also benefit from the longer, two-step review process. We shall request proposed updates to the Academic Master Plans early in the fall term, with a response requested by January 5, 1998.

(2) Fast-Track Process

A campus may submit an implementation proposal for a new degree program that is not already projected on the campus Academic Master Plan if it meets the criteria for the "fast-track." (The criteria are detailed in the attached agenda item.) It will be reviewed just as if it were a second-phase implementation proposal in the two-phase process. We expect that fast-track proposals that are submitted to the Chancellor's Office, Office of Academic Planning, by the first Monday in January and which raise no major issues can be acted on by the Board of Trustees in March and receive full approval in July. Those that are submitted by the second Monday in June and raise no major issues can be acted on by the Board in September and receive full approval in December.

Fast-track proposals should, for the time being, follow the existing format for degree implementation proposals (Attachment 2). Table 1, however, will be optional. Campuses may instead provide a narrative statement describing which areas of the curriculum will contract or fail to expand as quickly if the proposed program is implemented.

Note: This is an opportune time to reconsider what information should be provided in a degree program implementation proposal. Please convey suggestions to Dr. Jo Service, Dean, Academic Program Planning (telephone: 562/985-2845; e-mail: jo@calstate.edu).

(3) Pilot Programs

The Trustees have authorized a limited number of pilot programs which campuses may establish without prior approval of the Chancellor's Office or CPEC. A pilot program must meet the criteria listed in Attachment 1 and may enroll students for five years. Conversion of a pilot program to regular-program status would require campus commitment of resources, a thorough program evaluation, review and comment by the Chancellor's Office and CPEC, and approval by the Board and the Chancellor (these conditions are outlined in Attachment 1).

At this point, a campus is free to establish one pilot program in 1997-98 and one in either 1998-99 or 1999-2000. This guideline is consistent with the suggestion in Attachment 1.

Prior to implementing a pilot program, the campus must notify the Chancellor's Office, Office of Academic Planning, which will formally acknowledge the program, assign a HEGIS code, and inform CPEC. The notification should be accompanied by the catalog copy describing the pilot program.

Please direct questions about these processes to Dr. Service or Dr. Cher Thomas, Director, Academic Planning (telephone: 562/985-2842; e-mail: cher_thomas@calstate.edu).

Attachments

cc: Presidents (with attachment)
Associate Vice Presidents/Deans of Undergraduate Studies (with attachment)
Associate Vice Presidents/Deans of Graduate Studies (with attachment)
Dr. Cher Thomas
Dr. Jolayne Service

[NOTE: For a copy of the attachments referred to in the memorandum, please contact Senator MacConnie.]