

GUIDELINES | LCD ACTION PLANS

Campus Plans of Action to Grow Low-Conferring Degree Programs

In the January 2024 submission of the Academic Master Plan documents, your campus identified the quantitative metrics and qualitative measures used to pinpoint the **low-conferring degree programs (LCDs)** in need of concerted plans of action to grow. The next steps are to:

- (1) develop each action plan,
- (2) summarize the details of each action plan to explain what strategies are being considered, as well as how and under what timeframe these strategies will be implemented, and
- (3) submit the LCD action plan summaries to Academic Programs by **May 10, 2024**.

STEP 1. DEVELOPING THE ACTION PLAN

Not intended to be comprehensive, the following provides categories of prompts that may help guide the action planning process.

Goals

- What are the overarching goals for increasing the numbers of students completing the degree program?

Strategies

- How will your campus meet its goals for program growth?
- Examples of strategies for growing programs are provided in the sidebar (right).

Planning and Resources

- How has your campus determined what the plan of action is for this degree program?
- What resources are needed to meet the goals?
- Who will be involved in planning and implementing the actions to grow?
- Is your campus pursuing any external funding, partnerships to resource shared needs, etc.?

Timeline

- What are the internal deadlines and timeframe for accomplishing the actions established for growing this program?

Program Review

- What adjustments (if any) will be made to the periodic review of this program to capture evidence of how the changes implemented have impacted degree completion?

Strategies | Examples

- Intensify marketing/outreach efforts in K-12 and the CCCs
- Create ADT or other 2+2 transfer pathway
- Modify program title, curriculum, consolidate subprograms to enhance program's alignment to student needs/interests and workforce demands
- Offer flexibility in instructional modality
- Reduce number of major requirements and increase major elective options
- Collaborate across departments or the CSU
- Optimize course offerings and class schedules to meet needs of more students, e.g., evening courses for working professionals, more sections of waitlisted courses to remove bottlenecks
- Provide targeted academic support services

STEP 2. SUMMARIZING THE ACTION PLAN

A good summary of the LCD action plans should highlight the following key features:

- **what strategies** are being considered,
- **what resources** (including key people who) are needed to implement the strategies, and
- **what timeline** is expected for these actions.

STEP 3. SUBMITTING THE LCD ACTION PLAN SUMMARIES

- Each LCD action plan summary should be limited to 2 pages. You may opt to provide a summary of LCD action plans through a narrative description or in a more graphically organized way, i.e., via a table or matrix.
- All action plan summaries must be compiled into a single PDF or Word document.
- Provide a cover memo signed by the provost, which includes a statement regarding campus approval and a list of the LCD action plans.
- Submit the cover memo and summary document via the [LCD Action Plan](#) Smartsheet form to the Office of the Chancellor, Academic Programs by **May 10, 2024**.
- For questions, contact the Academic Programs team at app@calstate.edu.