

Initial Phase of Proposing a New Degree

Initiation of new degrees is a two-stage process. The first stage, part of the annual process, requires the department wishing to establish a new degree program to prepare a 2-3 page proposal. The proposal, stating the university's intention to offer a new degree at a definite future date, contains four parts--a brief description of the degree, a rationale for initiating the degree, a projection of likely student demand, and an estimate of the costs for the new degree. The CSU document located on the Chancellor's Office website (<http://www.calstate.edu/AcadAff/codedmemos/AA-2008-53.pdf>) provides additional detail on the content of the proposal. The proposals do not require and should not include a complete curriculum.

A proposal to add a degree to the Academic Plan is reviewed carefully. A routing sheet is to accompany the proposal. The first step is review by school dean who in turn submits the document to the school curriculum committee for its approval. Then, the Associate Vice President of Academic Programs reviews the proposal. The Provost next reviews the proposed addition. When satisfied, the Provost submits the document to the Academic Senate. If it approves, the President has the final decision. After receiving campus approval, are submitted along with the AP to the Chancellor's Office. To assure proposals can be included in the AP, deadlines for submission and review must be met. The second begins after the Board of Trustees' approval of our Academic Master Plan.

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

During 1996-97 the CSU established two simpler procedures for securing approval for new degree programs. The system motivated by the commitment to decentralization of control over curriculum has given the campuses more control in this important area. Programs interested in utilizing these streamlined procedures should work closely with the Associate Vice President for Academic Affairs.

COMPREHENSIVE CURRICULUM PROPOSAL FOR APPROVED NEW DEGREE PROPOSAL

After the CSUB Board of Trustees has approved the addition of a new degree to our AP, the department or committee responsible for the new degree begins, or continues, the preparation of a comprehensive program submission. The guidelines for this submission are found on the Chancellor's Office website

http://www.calstate.edu/app/documents/Fast_Track_Pilot_Programs.pdf

Each section must be addressed. Failure to respond thoroughly to each section, inadequate draftsmanship, or other inopportune developments will delay approval.

The timetable for the development and approval of a new degree is indefinite. The first step is for department or committee submits the degree program proposal to the school dean. The routing form must accompany the proposal. The school dean reviews the document, and if satisfied with it, submits it to the school curriculum committee. At this stage, other pertinent committees (e.g., in the case of graduate programs, the Graduate Studies Committee) also review the proposed degree. When the committee approves the submission, the dean routes the proposal to the Associate Vice President of Academic Programs. The Provost then reviews it and may request modifications. After approval by the Provost, all documents are sent to the Academic Senate. The Senate reviews the proposal and when satisfied, sends its recommendation to the President. If the President approves the degree document, he/she submits it to the Chancellor's Office. Approval at this level may take up to eight months, particularly if the approval of the California Post-Secondary Commission has to be obtained.