Preparing documents for the Senate

Normally, business items to be brought before the Senate are reviewed by the Senate Executive Committee before becoming a Senate agenda item. Business items may also be introduced at the Senate from the floor. This page is a guide to preparing documents for the Executive Committee or the Senate.

Resolutions

Prepare resolutions with your resolved clauses first, followed by a rationale. Be advised that according to Robert's Rules, the resolved clauses are discussed and potentially amended, first. The Senate will have to also vote to include the rationale in the document they are considering. This aspect of Robert's Rules encourages you to write strong resolved clauses that may not be dependent on a rationale.

If resolutions have passed through other committees, the names of those committees and the legislative history of the resolution should be provided in a cover sheet to the actual resolution itself. If the resolution is from a committee other than a Senate committee, a list of committee members is also desired.

New Curricular Programs or Program revisions

New curricular programs and program revisions must go through the Academic Affairs and Budget and Planning Committees.

Proposing New Degrees

Proposing a new degree is normally a two-stage process: (1) a very brief rationale for the degree is placed on the **Academic Master Plan,** and if approved by the CSU Board of Trustees, (2) the full degree proposal is developed and approved at the campus and system level.

Stage 1: Placing the Program on the Academic Master Plan (AMP)

Proposals should be made in early spring at least 2.5 years prior to intended implementation. The AMP is approved on campus each fall for submission in January and consideration by the Board of Trustees in March. When proposing new degree program projections on the academic master plan please include a very brief summary. Summaries should include the following elements, which are the criteria by which proposed changes to the Academic Master Plan are evaluated:

- **Is this an online program?**
- **A brief summary of the purpose and characteristics of the proposed degree program. (New bachelor's degrees should be as enduring as possible in content and title.**

Breadth is the hallmark of bachelor's degrees, and more narrow specialization occurs at the graduate level.)
- How the program fits into the campus mission and strategic plan
- Whether the program is offered through state support or special sessions
- Anticipated student demand
- Workforce demands and employment opportunities for graduates
- Other relevant societal needs
- An assessment of the required resources and a campus commitment to allocating those resources
- And, as applicable:
  - If the projection is a pilot program, also list the academic years during which the
    program will operate in pilot status.
  - If the projected program is now offered as an option, concentration, or emphasis,
    provide a brief rationale for elevation to a full degree program.
  - For new degree programs that are not already offered in the CSU, please provide a compelling rationale explaining how the proposed subject area constitutes a coherent, integrated degree program that has potential value to students and meets CSU requirements for an academic program at the undergraduate or graduate level.

Stage 2: Degree Proposal is prepared for approval at all campus and external levels.

The following steps are followed prior to final implementation:

1. **The general concept and requirements are** discussed broadly **by faculty impacted by the proposed degree. When changes affect programs outside the school, documentation of consultation should accompany proposals.**
2. **CSU System's** template for new degree proposal **is used to** prepare the formal proposal **and CSUB's** new degree routing sheet **accompanies the proposal at all steps of the campus approval process. Consult with the AVP for Academic Programs throughout the process.**
3. **Typically, department faculty will propose a new degree. Upon** departmental approval**, the routing sheet is signed by the department chair and the approving memo is attached.**
4. **The** Curriculum Committees **typically require that all affected programs be consulted prior to submission. In the case of inter-school programs, the Academic Affairs Committee of the Senate serves as the curriculum committee. Approval is documented by the committee chair'**

   - **On the routing sheet and attachment of the approving memo.**
   - **The Dean considers the program and, upon approval, signs the routing sheet and attaches a memorandum indicating an analysis of the resource commitments that must be
     made to support the program and the origin(s) of those resources.**

- **An electronic copy of the final proposal is sent to the AVP for Academic Programs. The hard copy with routing sheet and accompanying documentation is delivered to the Academic Programs office, EDUC 242. The AVP for Academic Programs reviews the documentation to log the proposal and ensure that the proposal follows all campus, system, and legal requirements.**
- **If the Provost endorses the proposal, it is sent to the Academic Senate office for consideration by the campus.**
- **The Senate office will not accept a proposal without a complete routing sheet. The Chair of the Academic Senate forwards the proposal to the appropriate Subcommittees of the Academic Senate for consideration.**
- **Any changes to the proposal, in response to requests from the subcommittees should be sent to the Senate office with a copy to the AVP for Academic Programs. The Academic Senate sends its recommendation regarding the program to the President.**
- **If the President approves the recommendation of the Senate it can go forward to the Chancellor's office.**
- **The proposer is responsible to provide the Academic Programs office with four hard copies and an electronic copy of the final proposal. An electronic catalog copy is sent to the Director of Academic Operations and Support.**

Modifications to Existing Programs

Simple modifications to existing programs are handled by the school curriculum committees (or the Academic Affairs Committee for interschool programs).

School curriculum committee

- Arts and Humanities
- Business and Public Administration
- Natural Sciences, Mathematics, and Engineering
- Social Sciences and Education

When changes affect programs outside the school, those programs should be consulted and any objections should be considered by the school curriculum committee. Any irreconcilable differences may be sent by the Provost to the Academic Senate for final resolution. Changes that have broad inter-school implications require Senate approval.

Proposals involving new coursework or changes to existing courses should be accompanied by a Course Approval Form which, after approval, is submitted to the Director of Academic Operations. Visit Academic Scheduling for room reservation, schedule deadlines, and catalog deadlines.

More information about curricular revision can be found in the Curriculum Guide. Forms are accessible from the website of Academic programs - http://www.csub.edu/academicprograms/manual.shtml

Policies

If the policy is a revision of an existing policy, the proposed version should come to the Senate showing the proposed changes with strikeouts for deletions and italics for additions. A cover sheet should include the following: rationale for the changes, summary of the changes, any known history of the policy, and the outcome of reviews by other committees.

If it is a new policy, the cover sheet should explain the rationale for the policy, how it was developed, and what other bodies were consulted for feedback.

Special Written Reports

Written reports to the Senate should have an executive summary as a cover sheet to the report, noting the significant items or findings of the report.

Other items

Items that are not resolutions, policies or related to programs should clearly state what is being asked of the Senate and should include any items cited above that are pertinent to the document.