



California State University, Stanislaus
Office of Academic Programs

**TIMELINE FOR NEW DEGREE MAJOR PROGRAM PROPOSALS
FOR FALL 2011 IMPLEMENTATION**

FOR JUNE TRANSMITTAL TO THE CHANCELLOR'S OFFICE

Introduction: This timeline is a general guide for new program development. The time required to secure program approvals at various levels is difficult to predict and is dependent upon the scheduling of the meetings of the various governance committees, the length of time for review within each committee, and the clarity and specificity of the program proposal itself.

Title of New Degree Program

2008/09	TARGET DATE	ACTIVITY	√
	Winter 2009		
	January 2009	Department discusses proposed program with dean and seeks approval for continued planning	
		Department consults with other departments that may have interest in the proposed program	
		Vice provost conducts workshop for new program development	
	Spring 2009		
	February 2009	Department writes draft proposal and new and/or modified course proposals	
		Department provides to Institutional Research a list of possible occupations	
		Department provides to Institutional Research a list of prospective employers in the region (or state)	
		Department provides to Institutional Research a list of high school students, CSU Stanislaus students, programs at community colleges likely to have students interested in the proposed major, and a list of working professionals (or agencies where working professionals work) – if wish IR to conduct survey	
		Department reviews and edits sample surveys	
	March 2009	Institutional Research administers surveys and collects workforce and job market demand analyses and provides to department	
		Department continues to write draft proposal and new and/or modified course proposals	
	April/May 2009	Institutional Research provides data analysis from formal surveys and labor statistics to support student demand and employment opportunities.	
		Department submits draft proposal to college dean	
		Department provides to college dean a list of external reviewers and dean transmits to external reviewers	
	2009/10		
	Fall 2009		
	September 2009	Department finalizes draft proposal and new and/or modified course proposals and approves program proposal	
		External reviewers comments are received and draft proposal revised	
	October 2009	College curriculum committee and dean approval program	
	Winter 2010	Campus approval	
	January 2010	University Educational Policies Committee – first reading (undergraduate)	
		Graduate Council – first reading (graduate program)	
		Consultation with other appropriate university committees	

2008/09	TARGET DATE	ACTIVITY	√
	Spring 2010	Campus approval	
	February 2010	University Educational Policies Committee – second reading (undergraduate)	
		Graduate Council – second reading (graduate program) (if needed)	
		Senate Executive Committee	
	March 2010	Academic Senate – first reading	
		Academic Senate – second reading	
	April 2010	Office of Academic Programs prepares final proposal	
	Early June 2010	Vice Provost transmits to Chancellor's Office	
2010/11			
	Fall 2010	Chancellor's Office approval	
	2 nd week in September 2010	CSU Board of Trustees review proposal	
	October 2010	California Postsecondary Education Commission provides review and commentary	
	December 2010	Chancellor's Office provides approval	
	Variable	WASC provides approval (if required)	
	Variable	Disciplinary accreditation approval (if required)*	
	Spring 2011 or Fall 2011	Program Implementation	

*If a professional accrediting agency governs the offering of new programs in the specific discipline, the campus may seek disciplinary accreditation simultaneously with, or after, WASC accreditation as required by the agency.

:rle 2/09