

California State University, Stanislaus
Office of Academic Programs

**Proposal Preparation for Requesting Campus and Chancellor Office Approval to
Place a New Degree on the CSU Academic Master Plan**

◀Traditional Track▶

The traditional track involves a two-part program planning and implementation process.

First, an updated academic plan is submitted from the campus to the Chancellor's Office. This academic plan contains projections of new degree programs to be established in the next five to ten years. New projections are reviewed by Chancellor's Office staff and, when campus and Chancellor's Office staff agree, the updated plan is submitted to the Board of Trustees for its approval in March of each year. Trustee approval allows the campus to incorporate projected programs in their capital outlay planning.

Second, following Trustee approval of the plan, detailed proposals for implementation of projected programs are then submitted to the Chancellor for approval. Programs that involve degrees in areas new to the CSU as well as most programs that would involve separate specialized accreditation benefit from this two-step traditional review process.

◀Traditional Track – Part One▶

When placing a new traditional track degree on the Academic Master Plan, a narrative summary must be submitted to the Chancellor's Office (via the Academic Programs office) as part of the Chancellor's Office coded memorandum for *Request for Trustees Reports: Academic Plans and Accreditation Updates*, due in early January of each year.

Please prepare a *brief* narrative summary (one to two pages), noting that 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. Summaries should address concisely the following elements, which are the criteria by which proposed changes to the CSU Academic master Plan are evaluated:

1. Delivery mode: fully face-to-face, hybrid, or fully online program;
2. A brief summary of the purpose and characteristics of the proposed degree program;
3. The program's fit with the campus mission and strategic plan;
4. Support mode: state support or self-support/extended education;
5. Anticipated student demand;
6. Workforce demands and employment opportunities for graduates;
7. Other relevant societal needs;
8. An assessment of the required resources and a campus commitment to allocating those resources;
and
9. As applicable:
 - If the projection is a pilot program, please list the academic years during which the program will operate in pilot status.

- 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.

Approval Procedures

The brief narrative must have the signature approval of the Department Curriculum Committee, the Department Chair, the College Curriculum Committee, and the College Dean prior to submitting it to the Office of Academic Programs for final signature approval from the AVP for Academic Planning and Analysis. If there is a possibility of the proposed program impinging upon, overlapping with, or being of significant interest to another discipline, consultation between the disciplines must occur prior to submitting the narrative. The consultation results may be attached to the narrative.

MJ:re 12/10/14