ACADEMIC PLANNING POLICIES AND PROCEDURES FOR AMP SUBMISSION

UPDATE TO THE CSU ACADEMIC MASTER PLAN
This document contains the breakdown of the documents each campus will provide as part of the updated CSU Academic Master Plan presented to the CSU Board of Trustees in March 2024.

A. Ten-Year Overview of Planned Programs
This document lists only programs that have not yet been implemented. Please make edits <u>in Word using track changes</u>:

1. Enter any new projections in **bold**, but do <u>not</u> add them to the Campus Academic Plan.

2. Change last year's BOT-approved projections from red to black. Additionally, verify these previously BOT-approved projections are added to the Campus Academic Plan.

3. Remove projections that have been implemented or are no longer planned for implementation.

4. Update the "Currently Planned Implementation Year" as needed, but do <u>not</u> change the year approved by BOT or the year originally approved for implementation. (See next section on Delayed Projected Programs.) All current implementation years must be 2024 or later.

New Projected Degree Programs – When campuses seek authorization to develop a new degree program, they must first project the program on the Ten-Year Overview of Planned Programs by submitting a [Projected Degree Proposal Template](#), showing that the program meets trustee and system policy and California Education Code requirements. In addition to submitting the form, campuses must add the projected degree title to the Ten-Year Overview of Planned Programs.

B. Delayed Projected Programs
Program projections are automatically removed from the Campus Academic Plan if the associated degree proposals are not submitted within five years of the original approval by the BOT. Campuses wishing to extend a projection on the Campus Academic Plan must provide a campus-approved request that the program remain on the Ten-Year Overview of Planned Programs. Guidance on requesting a one-year extension of an expired degree projection can be found at the [Academic Master Plan](#) website.

The request shall also detail the changes in place that will ensure implementation and maintenance of a successful program.

"Foundational" liberal arts and science undergraduate programs (see Attachment A) are exempt from this timeline and may remain on the plan indefinitely.

C.   **Projected Degree Proposals**
Projected degree programs—those for which the campus seeks authorization to develop a New Degree Program proposal—must meet trustee and system policy and California Education Code requirements. More information on "Trustee and System Academic Planning Policies" is provided in Attachment A.

Complete the [Projected Degree Proposal Template](#) to provide information on evaluation criteria as specified.

Projected Bachelor's Degree Programs
Please note that projected bachelor's degrees should be general, characterized by breadth and as enduring as possible in content and title. Please see the document "[Guidelines for Breadth in New Bachelor's Degree Majors](#)."

Projected Graduate Degree Programs
[Graduate programs](#) are more appropriately specialized than bachelor's degrees. Master's degree programs should be projected only when the sponsoring department is well established and has achieved a level of quality that has been affirmed by a program review or in subjects for which national accreditation, including review by a visiting team, is available.

Additional requirements of new graduate programs include that:
- they are staffed by a sufficient number of (minimum of five) full-time faculty with the appropriate terminal degree;
- they have enrollment sufficient to support offering at least four graduate-level courses each year;
- the department can support the level of research required of a graduate program; and
- at least half or more of the units required for the degree must be in courses organized primarily for graduate students.

D.   **Suspended Degree Programs and Subprograms**
1.   List all full degree programs and subprograms (not minors or certificates) placed in "suspended admission" status since last year's AMP submission cycle. Please list the reason for planned enrollment suspension and anticipated date of reinstatement.

E.   **Discontinued Degree Programs and Subprograms**
1.   List all full degree programs and subprograms (not minors or certificates) that have been planned for discontinuation since last year's AMP submission cycle. For each, list the planned discontinuation date;
2.   List the reason for planned discontinuation; and
3.   Confirm that all campus and system-level policies regarding discontinuation (including teach-out plans) have been followed. ([See Policies on Academic Program Discontinuation](#))

F.   Campus Academic Plan
Edit (using Word and track changes) last year's approved Campus Academic Plan, which is available online for downloading at the Academic Master Plan website. Include proposed updates (and any corrections). The Chancellor's Office will accept or delete proposed changes.

1. Add approved elevated degrees.
2. Revise approved degree titles and designations.
3. List the type of degree (e.g., BA or BS) for each BOT-approved projected program in the "Projected Program & Originally Approved Implementation Year" column. Programs that have been fully approved and implemented in the last year should be moved to the "Existing Degree Type" column, with appropriate dates noted in the "Academic Year of Most Recent Completed Program Review" and "Academic Year for Scheduled Program Review" column.
4. Enter authorized pilot programs with the approved implementation year in parentheses after the degree title as: (Pilot, 20XX).
5. Do not change the original projected implementation year, even if a program will not be implemented by the year noted.
6. Indicate accredited programs by underlining both the name of the program and the appropriate degree level.
7. Use the appropriate symbols placed next to the degree type as follows (making sure these data agree with the information in the CSU Degrees Database):
    a. *   for suspended programs
    b. @   for online programs
    c. ^   for self-support programs
    d. ^^   for both state- and self-support programs
8. Other notes of interest should be entered as footnotes.

G.   Accredited Units and Programs
Edit (using Word and track-changes) last year's **approved list of Accredited Units and Programs.** Include proposed updates (and any corrections). The Chancellor's Office will accept or delete proposed changes.

1. Review your campus list of accredited schools, colleges, degree programs and credentials. For each, provide the name of the accreditor, the year accreditation was first granted, and the next year of renewal.
2. For programs, specify degree designations (e.g., BA, BS) or credential type (e.g., Teaching, Administrative) and title.

H. WSCUC Accreditation Visits
1. Provide a brief summary (approved by campus president) of the major results and recommendations emerging from a WSCUC team accreditation visit, if applicable.
2. Include a copy of the self-study, complete report of the visiting team, and letter from WSCUC reaffirming accreditation.
3. The cover memo should include whether or not the campus had a WSCUC accreditation visit.

I. **Review of low-degree conferring programs.**
With an eye toward low graduating programs, review the conferral degree program data provided by the Office of the Chancellor. Using campus policy and practices for periodic program review, provide the quantitative and qualitative metrics that will be applied to review and evaluate the programs; and identify those programs in need of action to improve.

Other Important Notes
1. Only Projected Degree proposals are submitted through this process; **please do not submit New Degree Program proposals as part of the update to the Campus Academic Plan**. New Degree Program proposals should be submitted separately to Academic Programs at degrees@calstate.edu, following the usual procedures.
2. Please do not list concentrations/options/emphases planned for elevation to full degree programs on the Campus Academic Plan.
3. Subprograms and non-degree programs (credentials, certificates, minors, concentrations, options and emphases) are not reported on the Campus Academic Plan. However, all accredited credentials should be listed (see item G. above).