Program and Curriculum Development (I)

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AVP Academic Programs

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<u>Topics</u> Processes and timelines

- General CSU flowchart
- Phases of program development
- Campus flowchart
- Timelines
- AP websites with information
- Different types of programs and processes –future updated processes

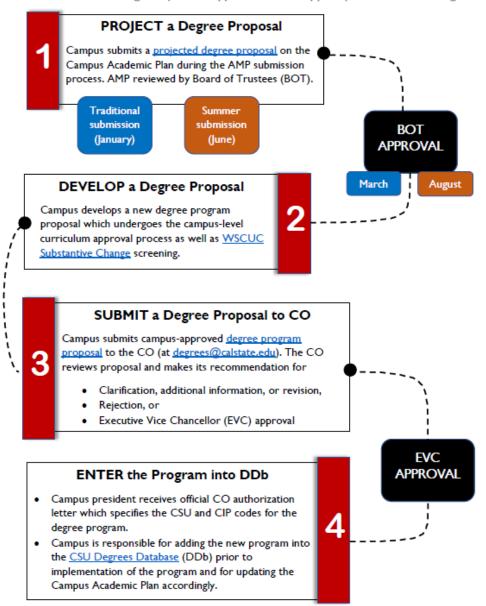


CSU Flowchart



CSU DEGREE PROGRAM PROPOSAL AND APPROVAL FLOWCHART

Bachelor's and Master's Degrees | State Support and Self Support | Excludes Pilot Programs



New program development and implementation

1st step: (a.k.a. short form) Academic Master Plan

- Proposal in Curriculog
- Presentation to faculty
- Approval by Chair, Dean, APPC, Provost and President
- Submission to CO
- BOT approval -> added to AMP

2nd step: (a.k.a. long form) Curriculum development

- Proposal in Curriculog and CSU long form
- Technical review by Academic Programs
- Approval by Chair, Dean, LCC, Senate, Provost and President
- Review by WSCUC
- Submission to CO for external review
- CO informs campus President once approved
- Coded in CSU database as new program
- CalState Apply, recruitment and admissions
- 1st cohort of students

New program development and implementation

"Estimated" timelines

1st step: Academic Master Plan

- 1 semester for Chair, Deans, faculty, APPC review
- 1 week for AP technical review
- 1 week for Provost and President review and memo
- 2 to 3 months for CO to review and submit to BOT
- 1 week for BOT
- Added to AMP upon BOT approval

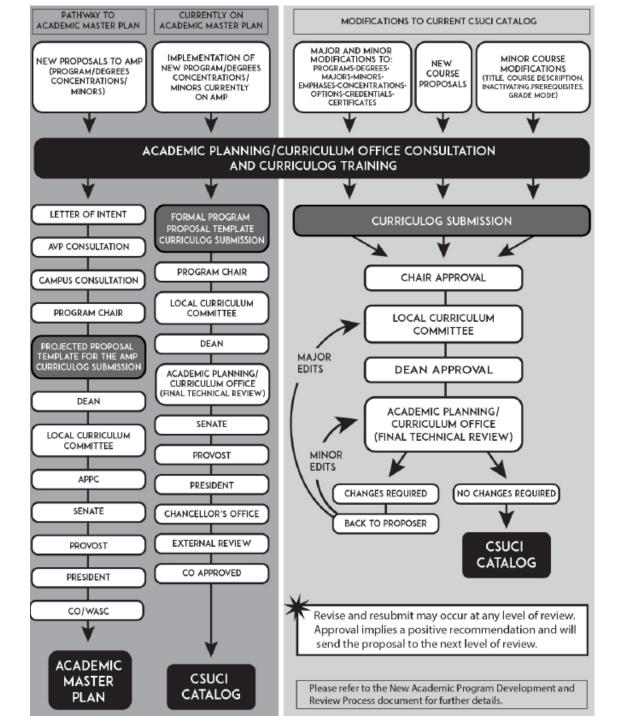
2nd step:

Curriculum development

- 1 semester for curriculum development by faculty
- 1 semester for review (Dean, LCC, senate)
- Parallel technical review by AP
- 1 month for Provost and President review
- WSCUC review depends
- 2 to 6 months for CO and external review
- ½ to 1 month for PS implementation
- 9 months for CalState Apply, recruitment and admissions
- 1st co-hort of students

Campus Flowchart

<u>SP-08-02</u> Exhibit 1



CI - AMP process (short Form proposal)

- Proposal in Curriculog
- Presentation to faculty
- Approval by Chair, Dean, APPC, Provost and President

Checklist requirements

- Proposal review by program faculty and chair
- Face-to-Face, or Virtual
- State-support or Self-support
- Program Learning Objectives
- Alignment with Cl's mission and strategic initiatives
- Estimate number of majors (admission, retention and graduation)
- Evidence of expected growth potential and workforce demand
 - Requires market entry case info, US Bureau of Labor Statistics, etc
- Justified relevant societal needs
- Environmental scan
- Narrative of assessment, resources, instruction and faculty needs
- Dean, Provost and APPC use above criteria for recommendations
- CO/BOT use above criteria and evidence to make final decision

Where to find information? revamping web sites for Academic Programs

www.csuci.edu/app

- With links to
 - Academic Master Plan
 - Program development
 - Articulation
 - Assessment and Program Review
 - Catalog
 - Academic Programs Team

Related pages

- Accreditation
- Data Analytics
- Strategic Initiatives
- Graduation Initiative GI2025



Program development

https://www.csuci.edu/app/programdevelopment.htm

<u>Timeline for Fall 2024 new program</u> <u>Timeline for Fall 2025 new program</u>



Fall 2024 new program implementation

| Suggested Timeline for New Program curriculum development Fall 2024 implementation | | | | | | | | | | | | | | | |
|--|-------------|--|----------|--------|---------|---------------|--------------|--------------|---------------|-------------|-------------|------------|-------------|----------|--------------|
| | February'23 | March'23 | April'23 | May'23 | June'23 | July'23 | August'23 | September'23 | October'23 | November'23 | December'23 | January'24 | February'24 | March'24 | Fall 2024 |
| Submit New Program and new courses Proposals in Curriculog | by March 11 | | | | | | | | | | | | | | |
| Chair's review | by March 14 | | | | | | | | | | | | | | |
| Academic Programs Office checks for completeness | | by March 20 | | | | | | | | | | | | | |
| Local Curriculum Committee | | by Apri | l 28 | | | | | | | | | | | | |
| Review and comments by School Dean | | by Apri | l 28 | | | | | | | | | | | | |
| APPC review period | | | by Ma | y 19 | | | | | | | | | | | |
| Preparation of documents to send to WASC | | by September 1 | | | | | | | | | | | | | |
| Faculty not under contract | | | | | May 19 | August 18 | | | | | | | | | |
| Academic Programs Office | | | | | Pre | pares all doc | cuments by O | ctober 6 | | | | | | | |
| Senate | | | | | | | by end o | f September | | | | | | | |
| Provost | | | | | | | | | by October 6 | | | | | | |
| President | | | | | | | | | by October 6 | | | | | | |
| AVP AP submits all documents to CO AP | | | | | | | | | by October 13 | | | | | | |
| Chancellor's Office Academic Programs Office | | Review by Chancellor's Office | | | | | | | | | | | | | |
| Recruitment with info "pending CO's approval" | | Recruitment and admissions pending CO's approval | | | | | | | | | | | | | |
| Insertion in Catalog upon approval from CO (final) | | | | | | | | | | | | | By March 15 | | |
| Implementation | | | | | | | | | | | | | | | 1st students |
| | | | | | | | | | | | | | | | |



Fall 2024 new program implementation

- Programs currently under review for Fall 2024 implementation
- Ed.D. Educational Leadership
 - Being reviewed by CO Academic Programs
 - Under Review by WSCUC ("WASC")
- MS School Counseling
 - WSCUC screening ok
 - Under review by CO Academic Programs
- MPA Masters in Public Administration
 - WSCUC screening ok
 - Under review by CO Academic Programs

Fall 2025 new program implementation

| | | Suggested Tir | meline for Ne | ew Program | curriculum de | evelopmen | t Fall 2025 im | plementa | tion | | | | |
|---|------------------------|----------------|------------------|------------|------------------------|-----------|----------------|-----------|-----------------------------|---------------|-------------|----------|--------------|
| | October'23 December'23 | | January-March'24 | | April - May'24 | | June-August'24 | | September'24nru December '2 | | February'25 | March'25 | Fall 2025 |
| Submit New Program Proposal in Curriculog | by January | 5, 2024 | | | | | | | | | | | |
| Chair's review | by January 5, 2024 | | | | | | | | | | | | |
| Academic Programs Office checks for completeness | by January 10, 2024 | | | | | | | | | | | | |
| Local Curriculum Committee | | | by end of | f February | | | | | | | | | |
| Review and comments by School Dean | | | by end of | f February | | | | | | | | | |
| Senate review and recommendation | | | | by A | April | | | | | | | | • |
| Preparation of documents to send to WASC | | SC Screening F | orm | | | | | | | | | | |
| Provost | | | | | by April 30 | | | | | | | | |
| President | | | | | by April 30 | | | | | | | | |
| Academic Programs Office | | | | Sprepara | tion of all do | cuments | | | | | | | |
| AP (AVP or Staff) submits all documents to CO AP | | | | | | by May 3 | | | | | | | |
| Faculty not under contract | | | | | Ma | | | 18 | | | | | |
| Chancellor's Office Academic Programs Office | | | | | Review by Chancellor's | | | 's Office | | | | | |
| Recruitment and Placement in CalState Apply for Adm | nissions | | | | | | | | Appl | ications | | | |
| Insertion in Catalog upon approval from CO | | | | | | | | | | by February 1 | 5 | | |
| Catalog finalized | | | | | | | | | | | By Mar | ch 15 | |
| Implementation | | | | | | | | | | | | | 1st students |
| | | | | | | | | | | | | | |



Fall 2025 new program implementation

<u>Programs currently in AMP</u> <u>for Fall 2025 implementation</u>

- BA Black Studies
- MS Business Analytics
- MA Psychology
- MS Biology
- BA Cinema and Creative Media Arts
- BS Data Science
- MS Digital Marketing
- BA Emerging Media and Social Change
- MA Early Childhood Studies
- MA English
- MHA Health Administration
- BA Spanish/English Translation and Interpretation

What is considered a New Program?

Programs that require a new program code in database

- Need to go through APPC
 - Baccalaureates
 - Masters
 - Doctorates
 - Options/Concentrations
 - Minors
 - Certificates
 - Completion programs

What is considered a New Program?

Programs that require a new program code in database

HOWEVER

SOME DON'T

need to go to CSU AMP

Options/Concentrations

Minors

Certificates

Completion programs

What is considered a New Program?

Programs that require a new program code in database

Need to go through APPC

Baccalaureates

Masters

Doctorates

Options/Concentrations

Minors

Certificates

Completion programs

HOWEVER

SOME DON'T

need to go to CSU AMP

Options/Concentrations

Minors

Certificates

Completion programs



Which proposals need to go through LCC?

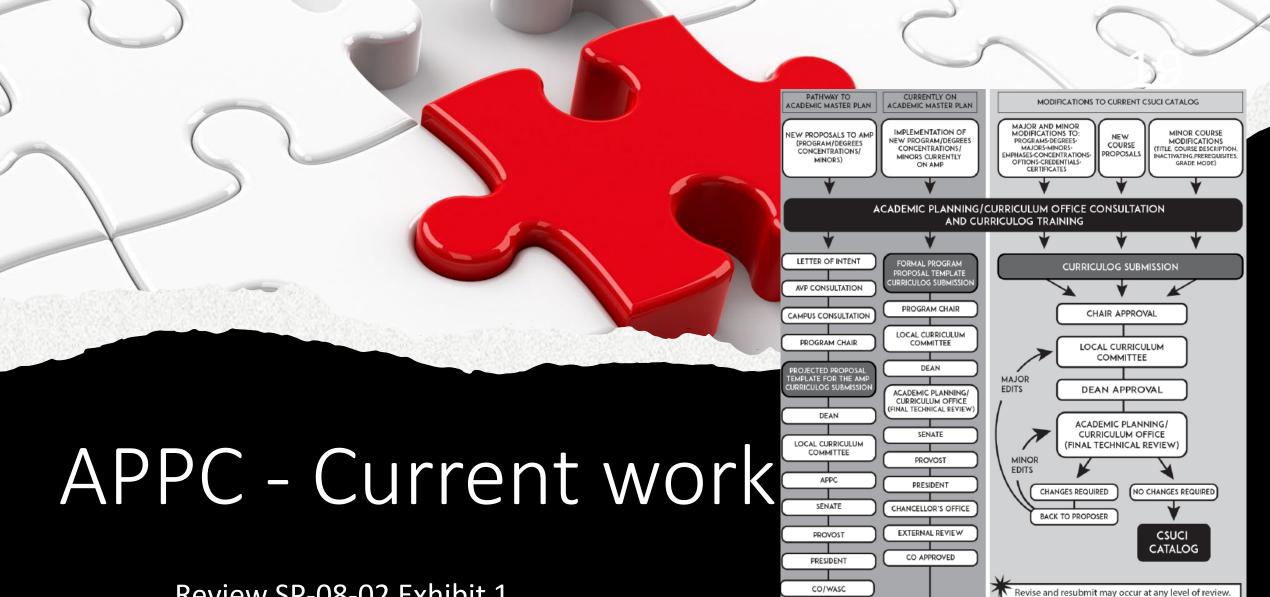
- New Bachelaureates (after AMP)
- Masters (after AMP)
- Doctorates (after AMP)
- Options/Concentrations
- Minors
- Certificates
- Completion programs
- Courses
- Program modifications
- Course modifications
- GE also needs to go through GE Committee

Catalog Publication

- Needs to be ready by April 1st for next Fall
 - All new programs must be done (have a code) the previous cycle for CalState Apply the previous Oct-Dec cycle (recruitment and admissions)
 - All new courses need to be ready for scheduling and registration for Summer
- AP, registrar and advising need to proof read final version by end of March
- All updates must be in by March 15th
- Faculty must review program components by March 15th
- All curriculum must have been approved at all levels by February
- Must have passed LCC, Senate, or CO AP (as appropriate) by February
- ONLY THEN the catalog is published for the next academic year
- Any delay or addendums may negatively impact students, or may be illegal

Defining the timeline for each process





ACADEMIC

MASTER

PLAN

CSUCI

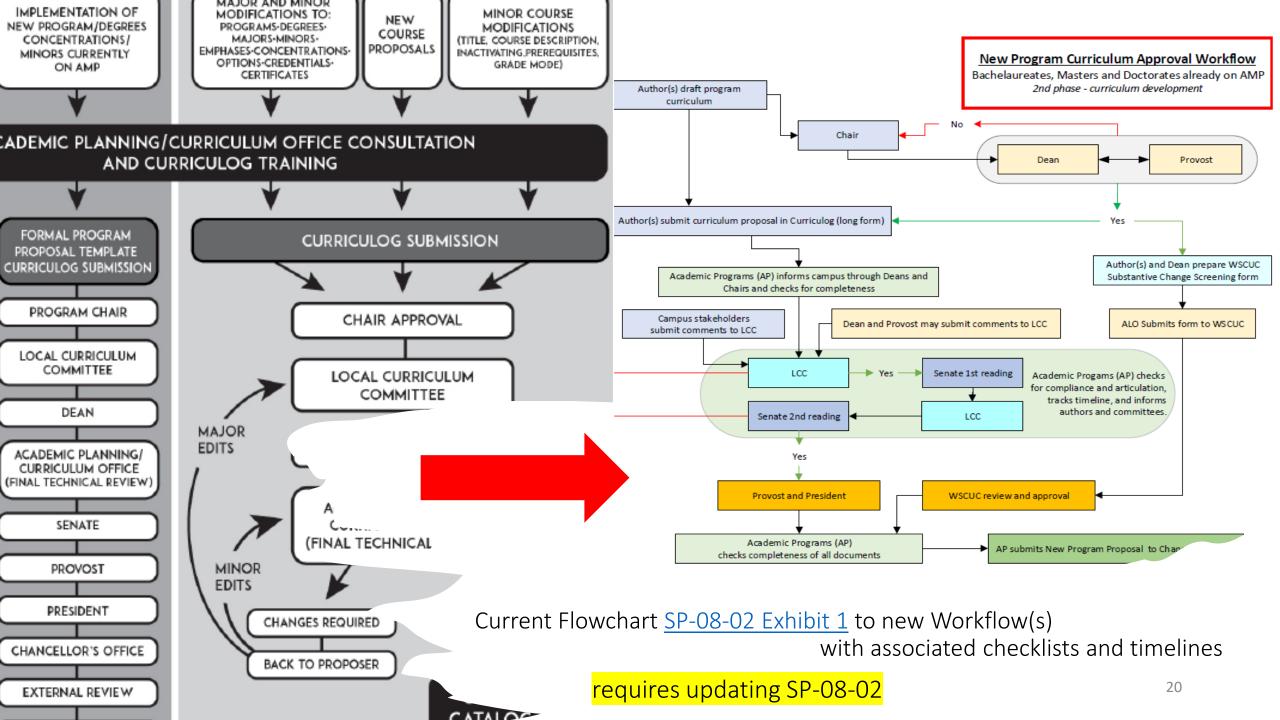
CATALOG

Approval implies a positive recommendation and will send the proposal to the next level of review.

Please refer to the New Academic Program Development and

Review Process document for further details.

Review SP-08-02 Exhibit 1



2023-24 APPC Members

LCCs Chairs:

- Manuel Correia (APPC Chair)
- Beatrice de Oca
- Monica Pereira
- Stacey Anderson
- Ruben Alarcon
- GE Chair

Ex-Officio:

- Deans
 - Susan Andrzejeswski
 - Asher Curtis
 - Vandana Kohli
 - Jill Leafstedt
 - Elizabeth Reilly

Academic Programs Office:

- AVP APCI Neto (co-chair)
- Support:
 - Andrea Skinner
 - Kristen Dobson
 - Jamie Ferns





Comments or Questions?