

Program and Curriculum Development (I)

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AVP Academic Programs

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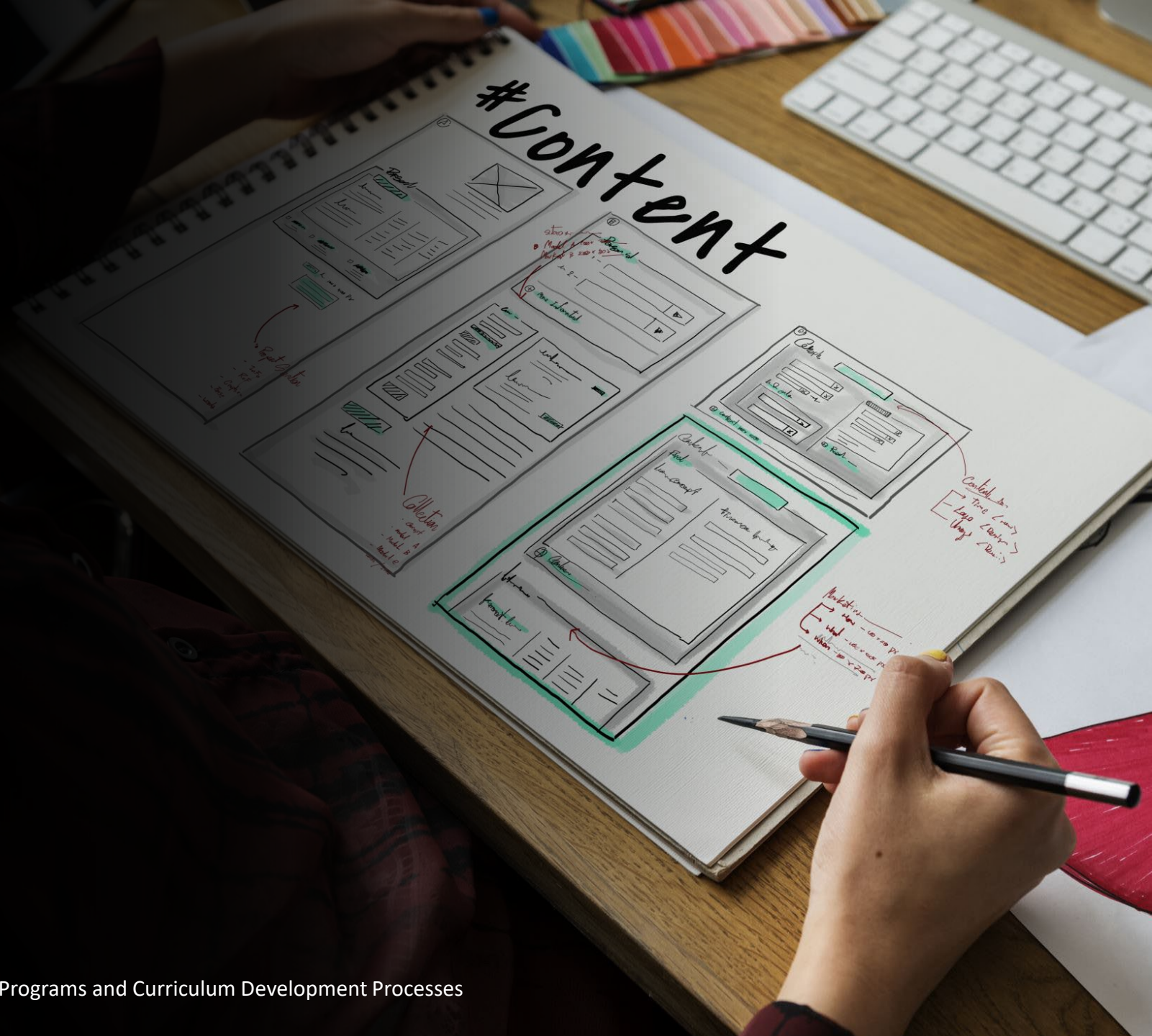
CI@CI



Topics

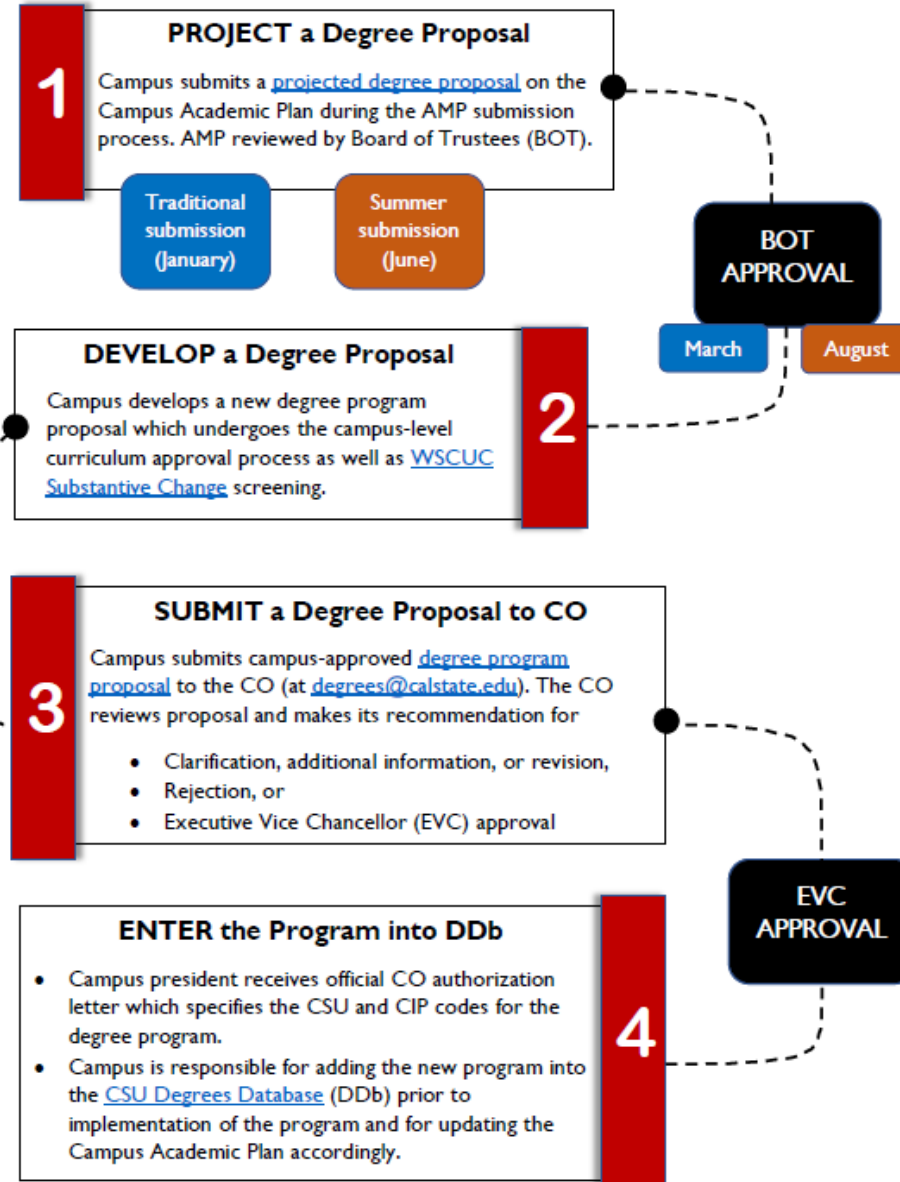
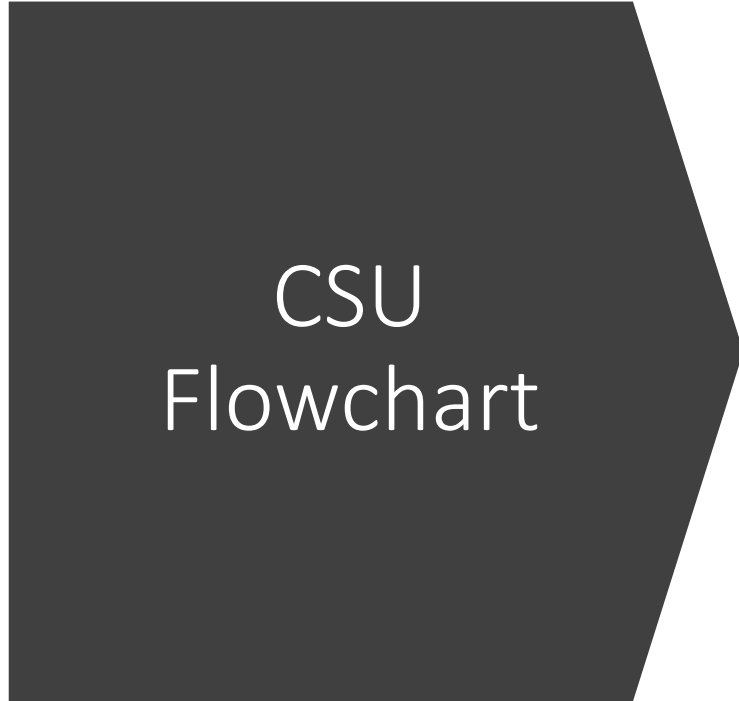
Processes and timelines

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



CSU 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

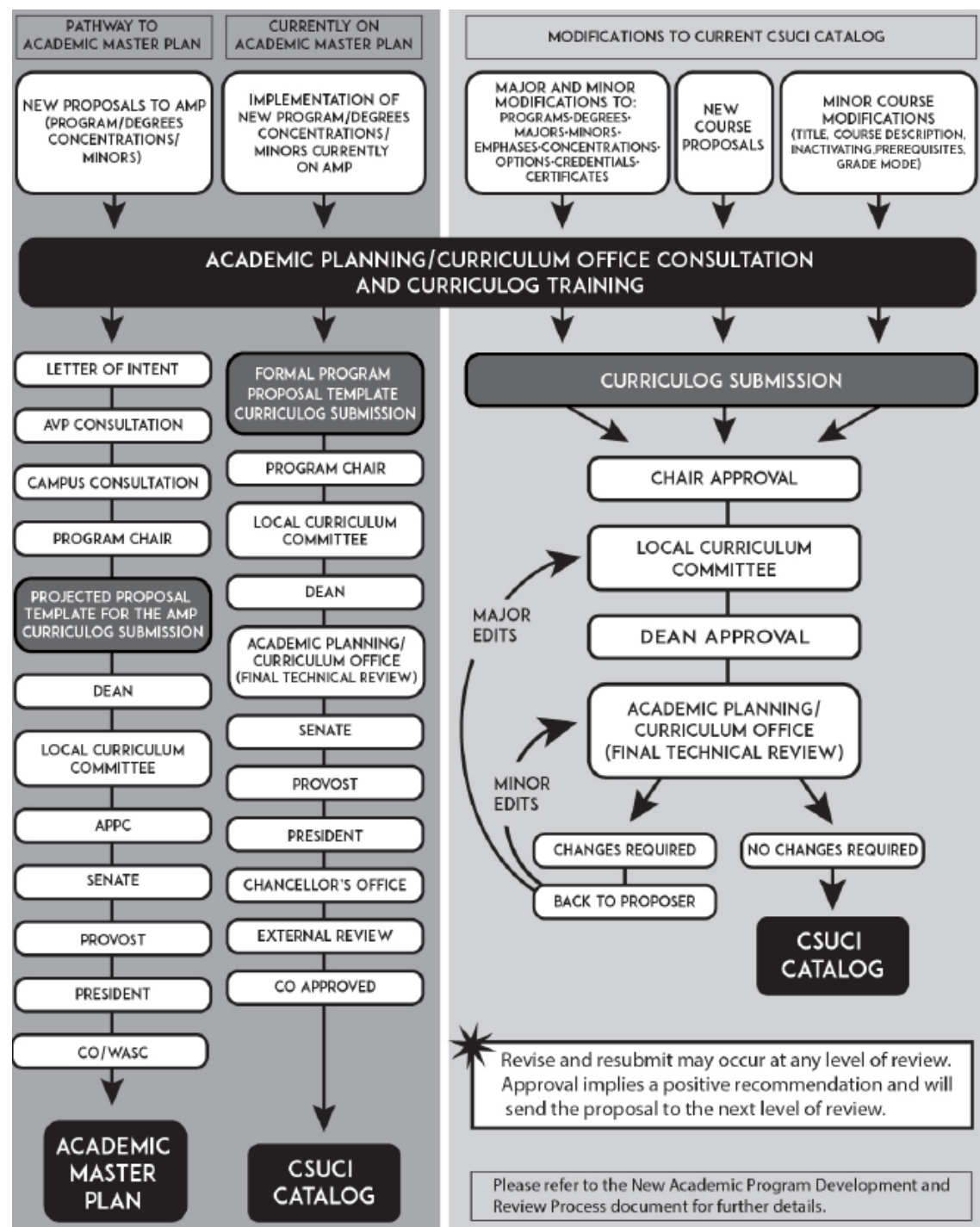
2nd step:

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

[SP-08-02](#)
[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 CI'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



e.g. Milestones and Timelines for Fall 2024
and 2025 new programs implementation

Program development

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

[Timeline for Fall 2024 new program](#)

[Timeline for Fall 2025 new program](#)



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

Programs currently in AMP
for Fall 2025 implementation

- 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

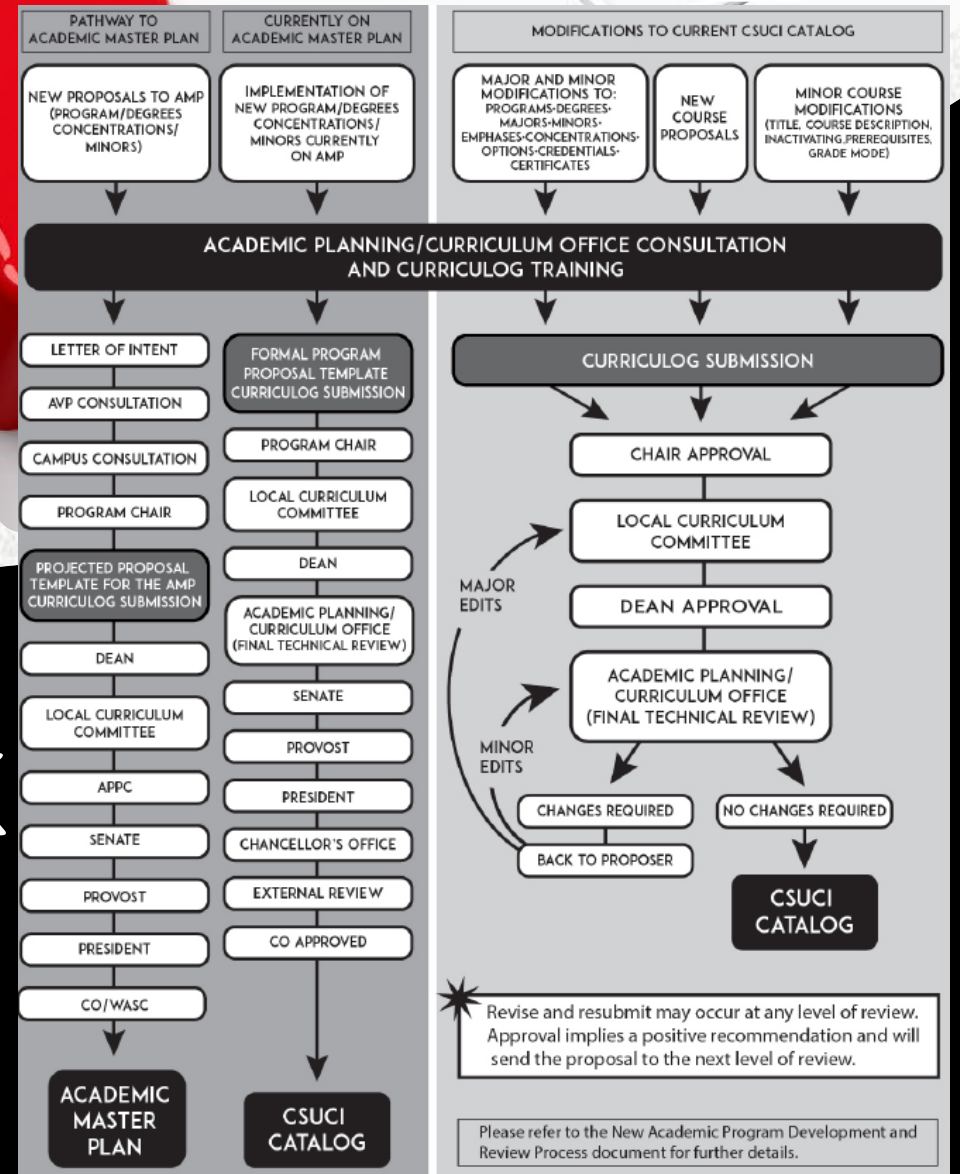
Defining the timeline for each process

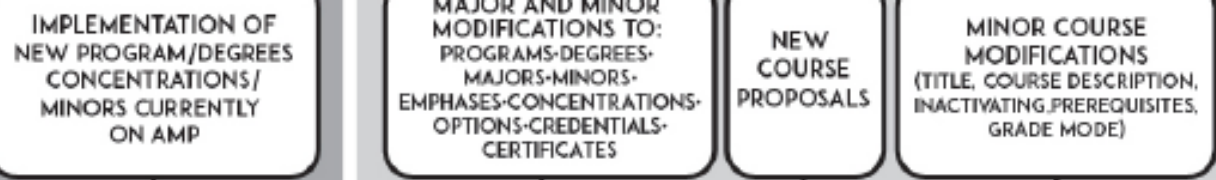




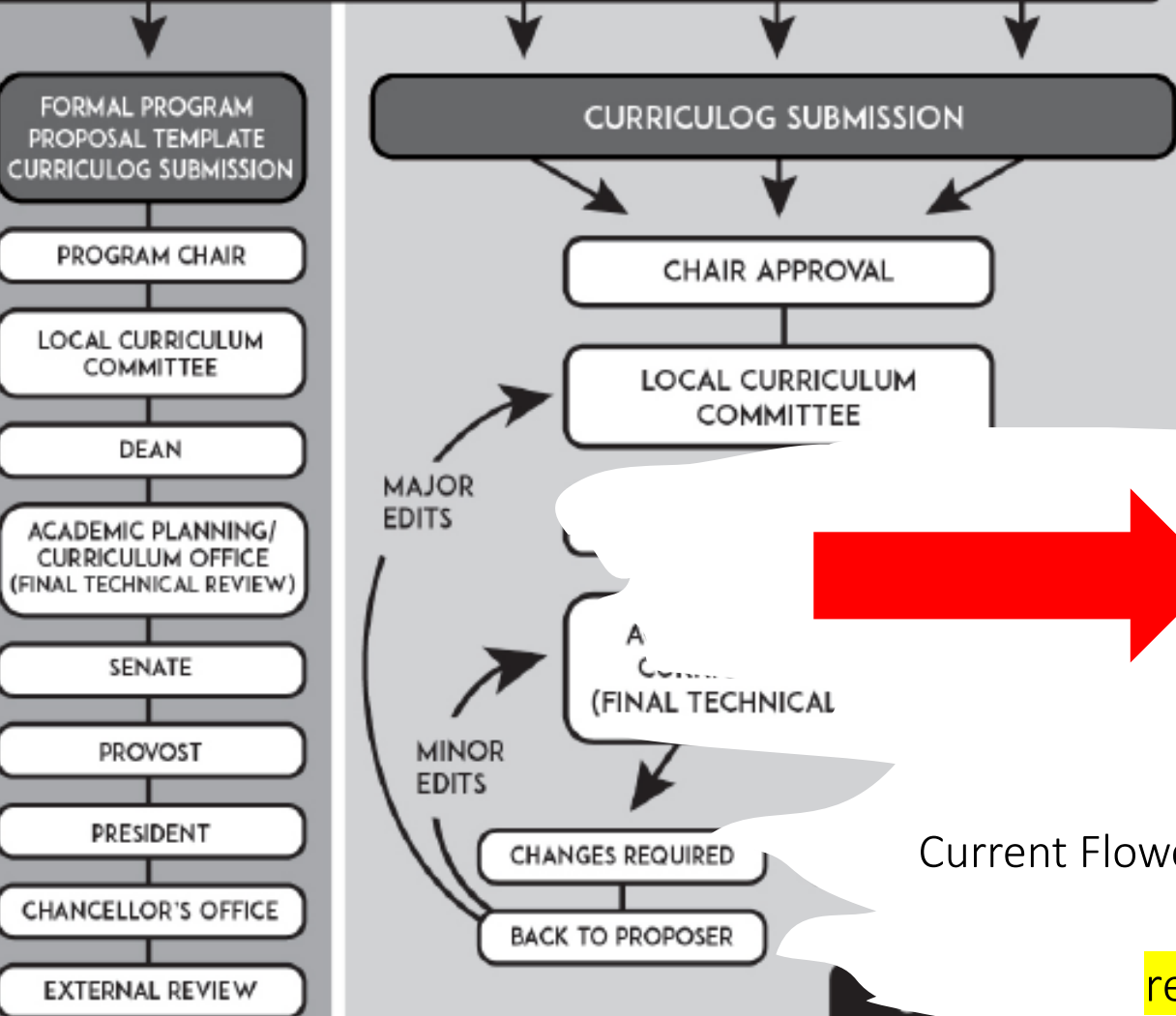
APPC - Current work

Review SP-08-02 Exhibit 1

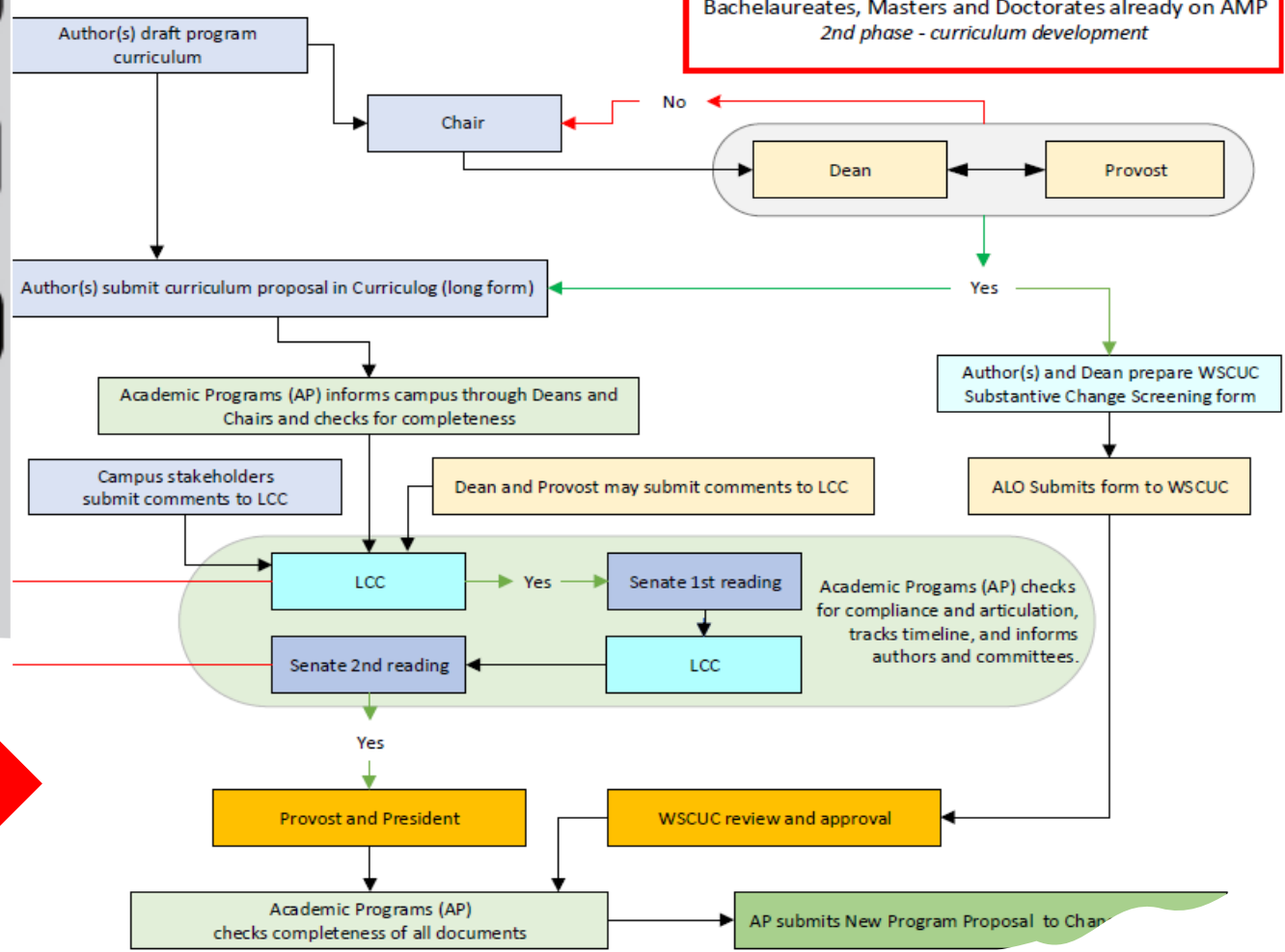




ACADEMIC PLANNING/CURRICULUM OFFICE CONSULTATION AND CURRICULOG TRAINING



New Program Curriculum Approval Workflow
 Bacheloreates, Masters and Doctorates already on AMP
 2nd phase - curriculum development



Current Flowchart [SP-08-02 Exhibit 1](#) to new Workflow(s) with associated checklists and timelines

requires updating SP-08-02

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 Andrzejewski
 - 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?
