

SPECIAL SESSIONS DEGREE PROGRAM CRITERIA RECOMMENDATION

1. Mission Relevance: The proposed degree must be aligned with the overall CSUCI institutional purpose.
2. General funds must not be available for the implementation of this program (Executive Order No. 802)
3. There must be differentiation from existing State-support programs (Executive Order No. 802): If the same existing degree program is present on campus, then the special sessions degree must meet one of the following criteria:
 - a. Designed primarily for retraining, professional development, or career enrichment
 - b. Be located significantly removed from physical campus or utilize distance learning or other specialized technologies
 - c. Cost of the degree is beyond what can be supported by the State.
 - d. Serve a distinct population.
4. Must demonstrate a response to need: A tangible need must be demonstrated for the degree in the community from data on CSUCI graduates, local community colleges, national enrollment trends, and related employment and career opportunities.
5. The economic viability of the proposed degree must be shown: A budget for the proposed degree including reasonable enrollment expectations and all expenses, direct and indirect, must demonstrate that costs will be met by revenues.
6. Program Development: Proposed degrees must identify how program curricula will be developed including the way the initial planning phase will be financially supported whether through external or internal sources.

Transferring Special Session Degrees to State-Support:

1. Change management of phase-out process: In order to implement a decision to change a program from Special Sessions to State Support, a two year implementation period will be required. This will allow for a change management plan to coordinate and communicate the change. Proper change management will avoid confusion among potential students and minimize complaints of price differentiation.

2. One year non-recruitment period: At least a one year gap in recruiting between special sessions degrees and State-support degrees should occur to prevent continuing students enrolled at the same time in the same degree paying different fees.

Discontinuation of Special Session Degrees:

1. Financial: If special session degree programs fail to break-even with a fully-burdened budget by the third year, a review will be initiated to determine if the program will be terminated from Special Sessions. This review will include representatives from Extended Education and an appropriate academic program. The results of this review will conclude with a decision to terminate or a one year extension of Special Session program offering if there is solid evidence that would impact success of Special Session offering.
2. If a degree is either discontinued or moved to State-support, Extended Education must be reimbursed from non-state funds for direct expenses not covered by revenues generated.

Relevant CSU Policy:

Board of Trustee Standing Orders, Chapter 3.e; Letter of Authorization from Interim Senior Vice Chancellor: "Degree Programs Offered Through Special Sessions," dated December 4, 1996

The Trustees have authorized the chancellor to approve individual campus proposals to offer new special sessions programs leading to a degree. Previous authorization to offer additional external degree programs was terminated with the authorization to offer degrees as special session degree programs.

Executive Order 802, section C.2.c

Degree, credential, or certificate programs offered through special sessions must secure all regular campus and system approvals. Such programs may have a state-supported counterpart operating on campus, or they may operate only as self-supported programs through special sessions. The Chancellor's Office shall be notified when previously approved, state-supported degree or credential programs are first offered in self-support mode through special sessions.

Executive Order No. 802

For a group of course or program to be offered under special sessions, both of the following criteria must be met:

- a. State General Fund appropriations to support the program must be either unavailable or inappropriate. Examples of inappropriate use of State General Fund appropriations would include courses or programs delivered primarily out-of-state.

- b. The courses or program must be different from approved, state-supported programs operating on campus by one or more of the following:
 - i. The course or program is designed primarily for career enrichment or retraining (Education Code Section 89708).
 - ii. The location of the courses or program offerings is significantly removed from the permanent, state-supported campus facilities.
 - iii. The client group for the resources or program receives education or other services at a cost beyond what could be reasonable provided under state support.