

FACULTY SENATE POLICY NO. 572
CURRICULUM COMMITTEE



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POLICY:

REVISION DATE:

CURRICULUM COMMITTEE

9/9/09

POLICIES & PROCEDURES

REFERENCE:

APPROVED:

Walter R. ... 9/9/09

President, California Maritime Academy

Jim ...
Chair, Academic Senate

Zamb ...
Chair, Senate Policy Committee

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SECTION I - COMMITTEE FUNCTIONS

The Curriculum Committee of the Academy has the following five (5) primary functions:

- (1) The Committee functions as the official archives for the curriculum of the Academy. In its capacity as archivist, the Committee is charged with maintaining a permanent record of the curriculum for the Academy. The master documents of the Committee shall constitute the state of the curriculum for the Academy. These documents will be managed and maintained by the current Chair of the Committee and housed in the MA Library Archives.

The Committee shall also maintain a record of all documents related to the curriculum, limited to departmental self-studies, reports from external reviewers and "external review teams", Curriculum Committee reports, departmental Letters of Response, and any related documentation submitted to the Committee as part of the review process. These documents will be managed and maintained by the current Chair of the Committee.
- (2) The Committee functions as an institutional advisory presence for all matters for which reviews and accreditation review practices.
- (4) The Committee functions as the institutionally designated vehicle of change for all modifications to the curriculum.
- (5) The Committee functions as an institutional advisory presence for the creation and development of all new majors and degree programs.

SECTION II - MEMBERSHIP, VOTING & MEETINGS

(1) Membership:

The Curriculum Committee is comprised of the following:

- a. One (1) voting faculty representative from each academic department, the Library, Naval Science, and Athletics, appointed by the respective department on a rotating basis for a routine term of 2 years. Representatives may be selected by their departments to serve consecutive terms.
- b. One (1) voting student representative appointed by Associated Students of the California Maritime Academy (ASCMA) for a year-long term.
- c. Academic Dean (ex-officio non-voting member)
- d. Dean of Instructional Support (ex-officio non-voting member)

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Student Records Officer (an officer non-voting member)

f. Secretary (non-voting staff member)

To organize its work, the Curriculum Committee shall elect a chairperson

voting members are present. Once a quorum is established, a simple majority is required for passage of propositions or resolutions brought before the Committee

b. Committee members shall reserve the right to send a proxy from their meeting.

(3) Meetings

Curriculum Committee meetings will be held as often as is deemed necessary, but not less than once each semester. The date and time of each meeting shall be determined by the Committee at the start of each semester.

b. If, in the judgment of the Chair of the Committee, a sufficient number of requests for curriculum changes exist, additional meetings may be scheduled to review these requests in a timely manner. Note, however, that in no case will a request be held longer than one month before being heard by the Committee.

c. Advanced notice of Curriculum Committee meetings and copies of meeting agendas will be posted to the Committee's WebCT page. Maintenance of this online resource will be the joint responsibility of the Committee Chair and Secretary.

SECTION III - POLICIES & PROCEDURES

(1) Changes to the existing curriculum, including changes to existing programs or courses, or the creation of new courses.

a. Policies for proposing a change to the existing curriculum:

i. All requests for changes in the curriculum related to substantive modification of existing programs or courses shall be evaluated by the Curriculum Committee. This shall be done in a fashion consistent with both the philosophies of the Constitution and Bylaws of the Academic Senate of the California Maritime Academy, and the California State

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ii. Proposals for changes to the existing curriculum, including changes to existing departmental courses, and the addition or discontinuance of new

Curriculum Committee until it has been discussed in an open forum and voted upon by the members of all departments affected by the change.

- iv. All curriculum change requests must be submitted to the Curriculum Committee for review no later than 60 days from the end of the semester. The committee may extend or waive this deadline on a case-by-case basis depending upon the scope and nature of the proposed change.

Opportunity shall be provided for representatives of a curriculum change proposal to appear before the Curriculum Committee during the meeting in which a vote of the proposal is to be conducted, in order to provide an oral synopsis of the proposal and to answer related questions.

- vi. Each Curriculum Change Request shall be discussed and voted upon

Requests that impact each other shall be presented at the same meeting.

b. Procedures for proposing a change to the existing curriculum:

Curriculum Change Request Form

Once completed, the Curriculum Change Request Form, along with any accompanying materials, shall be submitted to the Chairs of all departments that could be affected by the proposed change.

The chairs of all potentially affected departments shall then conduct an internal or informal review of the request for curriculum change. It is the responsibility of the proposer to ensure that all relevant information is provided to the chairs of affected departments. A curriculum change request shall be accompanied by a

Questionnaire.

- iv. The Curriculum Change Request Form, along with all pertinent

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in the departmentally of the results of the departmental reports on the
responsibility of each proposed curriculum change must be a minimum of 1
receiving these forms.

forward the Curriculum Change Request Form, the collected Department

Chair Questionnaires of all affected departments, and his or her own
additional written commentary to the Chair of the Curriculum Committee.

vi The Chair of the Curriculum Committee will disseminate the Curriculum
Change Request Form, any accompanying materials, all Department Chair
Questionnaires, and any comments of the Academic Dean to all
Committee members, no less than 1 week prior to the meeting at which
the proposal is to be considered.

If desired by any member of the Committee, a written dissenting opinion
may also be forwarded for consideration.

(7) Proposals related to the creation of new academic degree programs

a. Policies:

All requests for changes in the curriculum related to the creation of new
programs shall be evaluated by the Curriculum Committee. This shall be
done in a consistent manner with both the philosophy of the Constitution
and Bylaws of the Academic Senate of the California Maritime Academy.

Curricular Decisions⁴

New degree programs require the approval of both the local campus and
undergraduate or graduate degree programs should adhere to the
chronology indicated in the Degree Proposal and Approval Process Flow
Chart⁵ created by the Chancellor's Office.

iii. No new academic program may be implemented at Cal Maritime until it
has been discussed and voted upon in an open forum of the Academic
Senate. The proposed program must
be reviewed by the Curriculum Committee.

⁴ California State Academic Senate, *Decision and Deliberation Process of the Academic Senate, The California State University*
15 Appendix item 3

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Non-degree programs may only be presented to the Curriculum Committee after general approval of the program concept has been granted by the CSU's Office of Academic Program Planning for possible inclusion in the campus Academic Master Plan.

i. The proposal initiator(s) must develop a detailed description of the program. This program description should be submitted in the form of a

ii. The completed Merit Assessment shall include:

A copy of the Program/Signature/Checklist/Outline Form

available through the Curriculum Committee's web page.

A completed Program/Signature/Checklist/Outline Form, submitted by the Chancellor's Office.

A written statement, including how the new program fits with the existing mission and culture of Cal Maritime, and

A proposed Curriculum Sheet for the program. This document

should indicate the anticipated course schedule, credit hours,

graduation requirements, and total units of the proposed degree program.

iii. The completed Merit Assessment should be presented to the Committee

than 1 week prior to the meeting at which the proposal is to be considered

iv. Before a vote is taken there will be a meeting open to all faculty members during which the initiator of the proposal will be given an opportunity to appear before the Committee, provide an oral synopsis of the proposal and answer related questions. The Committee will hear faculty comments and questions at this time.

The Curriculum Committee will vote on whether to endorse the degree program proposal. This approval must be granted before the initiator can take any further action through CMA or the CSU to establish the proposed

vi. If, following the endorsement of the Curriculum Committee, the degree program proposal approved by an applicable CMA and CSU entities, the

initiators will submit individual Curriculum Sheet Request Forms to the Curriculum Committee for the approval of each

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course indicated in the proposed curriculum map before the courses can be taught.

- vii. If significant changes to the nature of the degree program proposal should arise after the program has been endorsed by the Curriculum Committee, the initiator will be required to re-submit the proposal for Committee endorsement at that time.

(3) Evaluation of periodic departmental program reviews

Policy for Committee evaluation of periodic departmental program reviews:

- i. When evaluating departmental program reviews, the Curriculum Committee should be responsible for reviewing all official documentation related to the Curriculum Committee or external review process. The documentation consulted by the Committee for review should include, but is not limited to:

1. The finalized draft of the academic department's Self Study.
2. The commentary of any applicable external accreditation agencies and/or commentary of the "external review team" created by the department undertaking review with the assistance of the appropriate academic administrators, including but not limited to the Vice President for Academic Affairs, the Dean of Professional and Institutional Efficacy, and the Academic Dean.
3. The Academic Dean's evaluation of the departmental self-study.
4. Any applicable previous review documentation.

- ii. The Curriculum Committee's examination of review documentation will focus on the following aspects:

1. What is the quality of assessment to student learning within the program?
2. What are the strengths, weaknesses and areas of concern within the program?
3. How does the program fit into the overall academic curriculum at the Academy?
4. How does the program fit in with the institutional mission and goals of the Academy?

b. Procedures for Committee evaluation of periodic program reviews:

- i. The Chair of the department undergoing review shall submit all applicable review materials to the Curriculum Committee for review. The Curriculum Committee will strive to align the timeline of its role in the process of programmatic review with Carman's current Academic Program Review Policy, or current draft in use.

During a comprehensive review of a program, the chair of the department under

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review shall be issued a written request by the Committee for its
information in a timely manner.

Once the Committee has completed its review process a draft report of its
findings and recommendations will be given to the chair of the department
under review. The members of the Committee from the department
that is under review may participate in the discussion concerning the
report but should not be an author of the report. This draft report shall
include:

1. An evaluation of the department's existing programs
2. The Committee's recommendations for improvements and changes
3. The Committee's recommendations for program continuance or
discontinuance.

The chair of the department under review will then be given an opportunity
to meet with the Committee, discuss its findings and answer any related
questions.

As a result of this conversation, the Committee will finalize its report. This final
report will be signed by the Committee Chair and first disseminated to the chair
of the department under review. In the event that some Committee members do
not endorse the final report, such members will be allowed to author a signed
statement of dissent. This statement will be signed and attached to the Final
Report.

The chair of the department under review will reserve the right to author a Letter
of Response to the final report, which should be sent to the Curriculum
Committee. The Letter of Response may or may not be a rebuttal to or endorsement of
the Committee's finding.

The Department Chair's Letter of Response will be attached to the Committee's
Final Report, which will then be disseminated by the Curriculum Committee
Chair to the Academic Dean, Dean of Instructional Support and Provost and Vice
President for Academic Affairs.

SUBMITTAL INFORMATION

SUBMITTED BY: _____

DATE: _____

DEPARTMENT: _____

COURSE COORDINATOR: _____

MAJOR OR COURSE OF STUDY: _____

RECORDS INFORMATION

*(If the course has a lab component, a separate CCR form must also be completed.)

COURSE NUMBER: _____ COURSE UNITS: Lecture ____ Lab* ____ Total ____

COURSE TITLE: _____

CURRENT GRADING BASIS: Not Applicable PROPOSED GRADING BASIS: Not Applicable

FINAL EXAM: YES NO

CLASS LEVEL: Lower Division Upper Division

HEGIS NUMBER/DISCIPLINE: A-D E-L M N-Z

CSU GENERAL EDUCATION PATTERN: N/A

COMMUNITY SERVICE LEARNING COURSE: YES NO

STCW COURSE: YES NO (If yes, the CCR must be approved by the STCW Committee prior to submission and a Dept. Chair Questionnaire form must be completed by Dean Paul Jackson)

CS NUMBER: (recommended class size): 00 Not Applicable

SPACE TYPE: 0 Not Applicable

WTU VALUE OF COURSE: _____

ADDITIONAL COURSE INFORMATION

NEW COURSE REVISION OF EXISTING COURSE OTHER

SEMESTER OF IMPLEMENTATION: _____

YEAR OF CLASS TO BE AFFECTED: _____

GRADUATION REQUIREMENT ELECTIVE (see page 2 instructions)

PREREQUISITES: _____

CO-REQUISITES: _____

POST-REQUISITES: _____

APPROVALS

Curriculum Committee Chair
Date Received

Academic Dean
Date Received

Provost/VPAA
Date Received

CURRICULUM CHANGE REQUEST

Part 2. Instructions for submitting a course for approval

A well-documented course proposal must include most of, if not all of, the following components. Please attach the complete course proposal to the page 1 cover for submittal to the Curriculum Committee

COURSE DESCRIPTION
(As it will appear in the course catalog.)

COURSE GOALS

COURSE OBJECTIVES

(Describe the specific skills that are the intended outcome of the course.)

REQUIRED TEXT
(Include supplementary and suggested reading.)

GRADING CRITERIA AND EVALUATION
(Describe the means for grade determination and any relevant weighting schemes, etc.)

COURSE REQUIREMENTS

Describe and describe the use of instructional materials, assignments, readings, written case analyses, literature searches, hands-on learning, telephone conferences, computer communication, laboratory work, etc. Exclude all other instructional materials.

GRADUATION REQUIREMENT

(If the course is required for graduation, address how other courses in the required curriculum are affected.)

FISCAL IMPLICATIONS

Indicate the fiscal implications of this course. If the course affects the teaching loads or expenses of other departments, include a department chair approval and comment sheet from that department.

COURSE ASSESSMENT PLAN

A course assessment plan must be attached.

ATI COMPLIANCE

(New courses must be compliant with the CSU Board of Trustees Policy on Disability Support and

workshop session on Accessibility Training: Creating More Accessible Instructional Materials presented by Virianne McGleason and Greg Grum. Cal Maritime's Instructional Materials Team Contact Virianne McGleason for information on workshop dates and times. Please attach the

SPECIAL COMMENTS/INSTRUCTIONS

(Describe special needs or other requirements, equipment, computer facilities, or programs, library assets.)

CURRICULUM CHANGE REQUEST

_____ has submitted a curriculum/course change request on _____

related to the following: _____

Date _____

~~Curriculum Modification:~~ _____

Course Offering: _____

STCW Course (Circle One): Yes No

This request has been reviewed by the members of our department. A tally of the vote of the department members regarding the degree of support for this request is as follows:

FOR: _____

AGAINST: _____

On the basis of this vote, the level of support for this request within the department is:

- a. Strong _____
- b. Mixed _____

- c. Weak _____
- d. Non-existent _____

As Department Chair, my support for this request is: _____

~~Strong~~ ~~Weak~~ ~~Non-existent~~

The following comments made by members of the department are reflective of the attitudes of the department toward this curriculum/course request:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____

As chair of the department, the following comments vis-a-vis allocation of departmental resources, instructional load, equipment, instructional expertise, etc. are relevant:

- (1) _____
- (2) _____
- (3) _____
- (4) _____

DEPARTMENT CHAIR SIGNATURE _____

DATE RECEIVED _____

DATE SENT _____

Traditional CSU Traditional CSU/Distance Education Program Proposal Process

Bachelor's and Master's Level

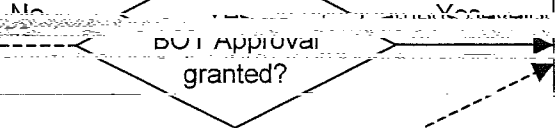
- State-support programs
- Self-support programs

Pilot Programs are not included

The CSU campus submits to Academic Program Planning (APP) a proposal to add a projected program to the campus Academic Master Plan

return to campus

Legacy: traditional
July: fast-track



Campus develops formal proposal

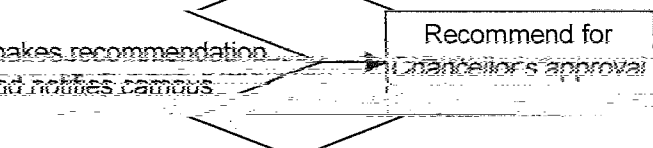
Proposal undergoes campus-level curriculum approval process

Campus approved, detailed program proposal in implementation date

APP sends proposal to external reviewers

APP analyzes proposal and synthesizes reviews
Extended Education participates in review of self-support proposals

Revise and resubmit.
Send directly to APP or through campus approval process first.



Not approved



CPEC review

CPEC

Non-current

APP sends CPEC comments to campus



APP notifies campus that it is authorized to implement the program and assigns program code

Undergraduate New Degree Programs

Check-List/Signature Routing Form

submitted to the Curriculum Committee for review

Proposed Program Name:

Name of Department Contact:

Phone Number:

E-Mail:

1) Proposal for the development of a new academic degree program is created by a department:

2) Curriculum Committee reviews the proposal and approves it to be added to the campus Academic Master Plan:

President's Signature:

Date:

3) President's Office approves the proposal and authorizes the department to continue the development of the proposed program:

President's Signature:

Date:

4) Department initiates development of a formal program proposal:

Department Contact Signature:

Date:

5) Program Proposal is reviewed and endorsed in concept by the Curriculum Committee:

6) Program Proposal is endorsed by the Academic Senate:

7) Program Planning by the President

Maritime:

President's Signature: Date:

8) New Coursework related to the new academic degree program is reviewed by the Curriculum Committee. Course new Coursework has registered in the course catalog of the institution.

Course Name/Number: Date: Signature of CC

Course Name/Number: Date:

Course Name/Number: Date:

Course Name/Number: Date:

Course Name/Number: Date:

Course Name/Number: Date:

Course Name/Number: Date:

Course Name/Number: Date:

Course Name/Number: Date:

Course Name/Number: Date:

Course Name/Number: Date:

Course Name/Number: Date:

Course Name/Number: Date:

Course Name/Number: Date:

Course Name/Number: Date:

Course Name/Number: Date:

Course Name/Number: Date:



Proposing New CSU Degree Programs Bachelor's and Master's Levels

Offered through self-support and state support means

This document presents the format criteria and submission procedures for CSU bachelor's and master's degree program proposals. Please see the [Academic Program Planning Web site](http://www.calstate.edu/APP/) for doctoral degree proposal formats. (<http://www.calstate.edu/APP/>)

Templates for Doctoral Proposals

- [CSU Ed.D. Programs](#)
- [UC-CSU Joint Doctoral Programs](#)
- [Joint Doctorates with Independent Institutions](#)

Criteria

Proposals are subjected to system-level internal and external evaluation, through which reviewers seek evidence indicating that current campus budgetary support levels provide sufficient resources to establish and maintain the program. Review criteria include: curriculum, financial support, number and qualifications of faculty, on-going research, moral norms, responsiveness to societal need and regional and workforce needs, academic assessment plans, and compliance with all applicable CSU policies, state laws, and accreditation standards.

Procedures

Before a proposal is submitted to the Chancellor's Office, the campus processes adding the projected degree program to the campus academic plan. Subsequent to the CSU Board of Trustees approval of the organization's detailed campus approved program implementation proposal is submitted to Chancellor's Office for review and approval. Proposals are to be submitted in the academic year preceding projected implementation. Only programs whose implementation proposals have been approved by the CSU Chancellor may enroll students.

March meeting of the Board of Trustees.

Submission

1. Please prepare the degree program proposal using the enclosed template.
2. Submit four complete hard copies of the campus approved implementation proposal, including documentation of campus approval, to:

Academic Program Planning
SU Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210

3. Additionally, campuses are requested to send an electronic copy to APP@calstate.edu.

CSU Degree Program Proposal Template

Please Note:

Compass may mention proposed degree programs in recruitment material if it is specified that enrollment in the proposed program is contingent on final program authorization from the CSU Chancellor's Office.

Implementation: Program review should follow system and board or trustee guidelines (including assessing outside evaluation) and should not rely solely on accreditation review.

1. Program Type (Please specify any from the list below that apply—delete the others)

- State-Support
- Self-Support
- Online Program
- Fast Track
- Pilot
- Pilot Conversion
- Conversion of Self-Support to State-Support Program
- Elevation of Option or Concentration to a Full Degree Program
- New Program
- Proposal Revision (updating a previously reviewed proposal)

2. Program Identification

- a. Campus
- b. Full and exact degree designation and title (e.g. Master of Science in Genetic Counseling, Bachelor of Arts with a Major in History).
- c. Date the Board of Trustees approved adding this program projection to the campus Academic Plan.
- d. Term and academic year of intended implementation (e.g. Fall 2007).
- e. Name of the department(s), division, or other unit of the campus that would offer the proposed degree major program. Please identify the unit that will have primary responsibility.
- f. Name, title, and rank of the individual(s) primarily responsible for drafting the proposed degree major program.

program, if the option is approximately equivalent to a degree currently listed on the CSU application booklet degree program table. If you do not find an appropriate CSU degree program code at http://www.csulata.edu/ann/documents/UTIC/CIP2000_102406.xls, you can search on www.ipeds.org/ipeds/data/cip2000/cip2000.csp to help identify the code that best matches the proposed curriculum.

- f. A list of all courses required for the major, specifying catalog number, title, units of credit.
- g. List of *elective* courses that can be used to satisfy requirements for the major, specifying catalog number, title, units of credit, and prerequisites or co-requisites. Include proposed catalog descriptions of all new courses. For graduate program proposals, identify whether each course is a graduate or undergraduate offering.

Note: With regard to Sections 4f and 4g—a proposed program should take advantage of overlapping content.

- h. List of any new courses that are: (1) needed to initiate the program and (2) needed during the program. For graduate program proposals, identify whether each course is a graduate-level or undergraduate-level offering.
- i. Attach a proposed course-offering plan for the first three years of program implementation, indicating, where possible, likely faculty teaching assignments.

For master's degree proposals, include evidence that program requirements conform to the minimum requirements for the culminating experience, as specified in Section 40510 of Title 5 of the California Code of Regulations.

k. Admission criteria, including prerequisite coursework.

Criteria for student continuation in the program.

Criteria for transfer students placed into the program at the proposed master's with community college programs.

If there is a Lower-Division Transfer Pattern (L-DTP) for this major, indicate the relationship between the L-DTP and the requirements presented in this proposal. Information on L-DTP is

Provision for meeting accreditation requirements, if applicable, and anticipated date of

Accreditation Note:

Master's degree program proposals

If subject to accreditation, establishment of a master's degree program should be preceded by national professional accreditation of the corresponding bachelor's degree major program.

(Accreditation note finished on next page.)

Fast-track proposals

program is already offered as an authorized option or concentration that is accredited by an appropriate specialized accrediting agency.

**5. Need for the Proposed Degree Major Program
of the Field")**

a. List of other California State University campuses currently offering or projecting the program, based on degree-minor programs, list of individual private, tertiary public and subject programs.

c. List of other curricula currently offered by the campus that are closely related to the proposed program.

d. Community participation if any in the planning process. This may include prospective employers of graduates.

e. Applicable workforce demand projections and other relevant data.

please specify the need and explain how the program meets that need.

Note: Data Sources for Demonstrating Evidence of Need

APP Resources Web <http://www.calstate.edu/app/resources.shtml>

US Department of Labor, Bureau of Labor Statistics

[California Labor Market Information](#)

[Labor Forecast](#)

6. Student Demand (CPEC "Student Demand")

a. Compelling evidence of student interest in enrolling in the proposed program. Types of evidence may and may include national, statewide, and professional employment forecasts, baccalaureate programs, for example.

b. Issues of access considered when planning this program.

there is one.

d. Professional uses of the proposed degree program.

The expected number of majors in the year of initiation and three years and five years thereafter. The expected number of graduates in the year of initiation and three years and five years thereafter.

(CPEC "Total Costs of the Program")

Notes: Sections 7 and 8 should be prepared in consultation with the campus administrator responsible for faculty staffing and instructional facilities allocation and planning. A statement from the responsible administrator(s) should be attached to the proposal assuring that such consultation has taken place.

a. Faculty who would teach in the program, indicating rank, appointment status, highest degree earned, date and field of highest degree, professional experience, and affiliations with other campus programs. For master's degrees, include faculty publications or curriculum vitae.

members with the appropriate terminal degree should be on the program staff.

(Code Memo ER&K 85-20)

b. Space and facilities that would be used in support of the proposed program.

A report provided by the campus librarian, detailing resources available to support the program.

d. Existing academic technology, equipment, and other specialized materials currently available.

**8. Additional Support Resources Required
(CPEC "Total Costs of the Program")**

Notes: If facilities will be obtained by negotiation and additional low priority capital program, a statement by the responsible administrator(s) should be attached to the proposal assuring that such resources will be provided.

c. A report characterizing the additional faculty or staff support positions needed to

program over the next five years. Indicate any additional special facilities that will be required. If the space is under construction, what is the projected occupancy date? If the space is planned, indicate campus-wide priority of the facility, capital outlay program priority, and projected date of occupancy.

c. A report written in consultation with the campus librarian, indicating any additional library resources needed. Indicate the campus-wide priority of the facility, capital outlay program priority, and projected date of occupancy.

A campus-wide priority of such additional resources that will be needed to implement the program and (2) needed during the first two years after initiation. Indicate the source of funds and priority to secure these resource needs.

Submit completed proposal packages to:

APP@calstate.edu and

Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210

Contact Academic Program Planning

Dr. Christine Hanson
Interim Dean
Academic Program Planning

Phone (562) 951-4672

Fax (562) 951-4982

chanson@calstate.edu

Ms. Norma Warren
Academic Programs

Phone (562) 951-4722

Fax (562) 951-4982

nwarren@calstate.edu

Academic Program Planning is on the Web <http://www.calstate.edu/APP/>

Contact Extended Education

Dr. Edward McAleer
State University Dean, Extended Education

Phone (562) 951-4193

Fax (562) 951-4982

emcaleer@calstate.edu