CALIFORNIA STATE UNIVERSITY SAN MARCOS
NEW PROGRAM PROPOSAL – P Form Signature Pages

COLLEGE/SCHOOL ☐ CoAS ☐ CoBA ☒ CoEHHS ☐ SoN   Discipline |_____

TITLE OF PROGRAM | MASTER OF SOCIAL WORK (MSW)

This form is the signature sheet for new programs and new options/concentrations/tracks within existing programs.
For all changes to existing programs (other than addition of new options/concentrations/tracks), use the Form P-2.

Check one: ☒ New Undergraduate Major or New Graduate Degree   Attach a completed New Program Proposal Template

☐ New Option/Concentration/Track
☐ New Minor   } Attach a completed New Option/Concentration/ Track,
                                                               Minor, or Teaching Credential Proposal Template
☐ New Teaching Credential

☐ New Certificate   Attach a completed New Certificate Proposal Template

Does this proposal impact other disciplines? ☒ Yes ☐ No
If yes, obtain signature(s). Any objections or concerns should be stated in writing and attached to this form. Please check the box to indicate whether a memo has been attached.

SOCIOLOGY	☐ Support	☐ Oppose	☐ Memo attached
Discipline #1			
_____ Signature	_____ Date		

	☐ Support	☐ Oppose	☐ Memo attached
Discipline #2			
_____ Signature	_____ Date		

	☐ Support	☐ Oppose	☐ Memo attached
Discipline #3			
_____ Signature	_____ Date		

	☐ Support	☐ Oppose	☐ Memo attached
Discipline #4			
_____ Signature	_____ Date		

	☐ Support	☐ Oppose	☐ Memo attached
Discipline #5			
_____ Signature	_____ Date		

CALIFORNIA STATE UNIVERSITY SAN MARCOS

P-FORM PREPARATION

1a. _Kara Witzke_   10/5/12
   Originator (Please print)   Date

1b. _____   10/26/12   1c. _____   10/26/12
   Librarian Liaison for Library Report+   Date   IITS Liaison for IITS Report+   Date

PROGRAM/DEPARTMENT-LEVEL REVIEW

2. _____   10/5/12
   Program/Department - Director/Chair*   Date

COLLEGE/SCHOOL-LEVEL REVIEW

3. _On Attached page_   _____
   College/School Curriculum Committee*   Date

REVIEW (Signatures must be obtained by proposer)

4a. _Budget Review for Eloise Stiglitz_   10/29/12   4b. _____   10/26/12
   Vice President for Student Affairs*   Date   Dean of Library*   Date

4c. _____   10/26/12   4d. _____   10-15-12
   Dean of Information and Instructional   Date   Vice President for Finance and Administrative   Date
   Technology Services*   Services*

4e. _____   10/30/12
   Dean of Graduate Studies (if applicable) *   Date

COLLEGE/SCHOOL-LEVEL RECOMMENDATION

5. _Denise Moore_   10-26-12
   College/School Dean/Director*   Date

UNIVERSITY-LEVEL REVIEW
(May not begin until all signatures numbered 1-5 have been obtained.)

6a. _____   _____   6b. _____   _____
   University Curriculum Committee^   Date   Budget and Long-Range Planning Committee^   Date

FACULTY APPROVAL

7. _____   _____
   Academic Senate   Date

UNIVERSITY-LEVEL APPROVAL

8. _____   _____
   Provost   Date

9. _____
   Date to Chancellor's Office

+ Please contact the liaisons at the beginning of the process and allow sufficient time for the liaisons to prepare the resource implication report. Upon completion of the report liaisons will sign.
* May attach a memo on program impact on the unit and the ability of the unit to support it.
^ Attach a memo summarizing the curricular and/or resource deliberations.

CALIFORNIA STATE UNIVERSITY SAN MARCOS

P-FORM PREPARATION

1a. _Kara Witzke_   10/5/12
       Originator (Please print)   Date

1b. _____   _____   1c. _____   _____
   Librarian Liaison for Library Report⁺   Date   IITS Liaison for IITS Report⁺   Date

PROGRAM/DEPARTMENT-LEVEL REVIEW

2. _____   10/5/12
     Program/Department - Director/Chair*   Date

COLLEGE/SCHOOL-LEVEL REVIEW

3. _____   10/24/12
     College/School Curriculum Committee*   Date

REVIEW (Signatures must be obtained by proposer)

4a. _____   _____   4b. _____   _____
    Vice President for Student Affairs*   Date   Dean of Library*   Date

4c. _____   _____   4d. _____   _____
    Dean of Information and Instructional   Date   Vice President for Finance and Administrative   Date
    Technology Services*   Services*

4e. _____   _____
    Dean of Graduate Studies (if applicable) *   Date

COLLEGE/SCHOOL-LEVEL RECOMMENDATION

5. _____   _____
     College/School Dean/Director*   Date

UNIVERSITY-LEVEL REVIEW
(May not begin until all signatures numbered 1-5 have been obtained.)

6a. _____   _____   6b. _____   _____
    University Curriculum Committee^   Date   Budget and Long-Range Planning Committee^   Date

FACULTY APPROVAL

7. _____   _____
     Academic Senate   Date

UNIVERSITY-LEVEL APPROVAL

8. _____   _____
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+ Please contact the liaisons at the beginning of the process and allow sufficient time for the liaisons to prepare the resource implication report. Upon completion of the report liaisons will sign.
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^ Attach a memo summarizing the curricular and/or resource deliberations.

From: Donna Matanane
Sent: Wednesday, October 24, 2012 9:54 AM
To: Alice Quiocho; Amy Y. Carney; Ana Hernandez; Anne Elsbree; Annette Daoud; Brian Lawler; Carol Van Vooren; Delores Lindsey; Denise Boren; Devan Romero; Devin Jindrich; Elizabeth Garza; Erika Daniels; Fernando Soriano; Fran Chadwick; Gilbert Valadez; Grace Mcfield; Ingrid Flores; Jacqueline Thousand; Janet McDaniel; Jeff Nessler; Jennifer Jeffries; Joan Hanor; Jodi Robledo; John Halcon; Kara Witzke; Karen McGurk; Katherine Hayden; Laura Wendling; Laurie Stowell; Linnea M. Axman; Lori Heisler; Mark Baldwin; Moses Ochanji; Nancy Romig; Pamela Kohlbry; Patricia Prado-Olmos; Patricia Stall; Paul Stuhr; Robin Marion; Rong-Ji Chen; Rosario Diaz-Greenberg; Sandy Parsons; Sawssan Ahmed; Suzanne Moineau; Todd Astorino; Toni Hood; Corey Espeleta; Phyllis Wilson; Sandra Orozco; Andi Shibata; Beverly Mahdavi; Bonnie Mottola; Carrie Dyal; Dayleen Coleman; Donna Matanane; Gwen Hansen; Jaclyn Harris; Jo Ann Espinoza; John Bowman Jr; Laura Romero; Lori Solarski; Lupe Medina; Michael Bell; Nancy Kingsley; Rhonda King; Stephanie Henderson; Sujeith Ordonez; Sylvia Hernandez; Tama Harper; Terry Delfin; Virgian Morrissette-Hughes
Subject: Administrator-in-Charge

Importance: High

Greetings!

Dean Chu will be out of the office today Wednesday (10/24), Thursday (10/25) and Friday (10/26). Denise Boren, SoN Director will serve as Administrator-in-Charge with signature authority for the CEHHS. If you have questions, please let me know.

Thank you,
Donna

Donna Matanane
Administrative Support Coordinator
College of Education, Health & Human Services
CSU San Marcos
760-750-4291
760-750-3352 (fax)

From:	Alan Brian
Sent:	Friday, October 26, 2012 9:01 AM
To:	Alan Brian; Karen Haynes; Emily Cutrer; Jan Jackson; Linda Hawk; Matthew J. Ceppi; Neal Hoss; Andres Favela; Bridget Blanshan; Cecelia Blanks; Darren Bush; David McMartin; Dilcie Perez; Geoffrey Gilmore; Gregory Toya; Heather Northway; Jim Mickelson; John Segoria; Karen Nicholson; Lorena Meza; Pamela Wells; Rodger D'Andreas-Wahl; Sara Gallegos; Sara Quinn; Scott Kirby; Thomas Swanger; Kim Clark; Carol McAllister; Leslie Nevins; Ellen Hawthorne; Lia Mauga; Eloise Stiglitz
Cc:	Candace Bebee; Donna Lutkus; Joyce Bruggeman; Kathleen Corona; Marcy Boyle; Patricia Diaz; Susan O'Connor; Viviana Garcia; Brenda Dumas; Chelsey Novak; Diana Soderbeck; Gezai Berhane; Janelle Temnick; Jeanette Espinoza; Linda Amador; Lynne Krogh; Marilyn Ferri; Marilyn McWilliams; Patti Kinney; Rosa Mora; Vienna Peterson; Ashley Nilsson
Subject:	Delegation of Authority - Eloise Stiglitz

Greetings Members of the President's Executive Council and Student Affairs Leadership Team:

Vice President Eloise Stiglitz will be off campus October 26 and 29. In her absence she has delegated authority, including signature, to Executive Director Kim Clark for Friday the 26th and AVP Bridget Blanshan for Monday the 29th.

If you have an urgent matter that requires immediate attention, you may contact Kim at ext. 3722 or Bridget at ext. 4936 as appropriate. If you have a budget, personnel, or operations-related document that requires Vice President for Student Affairs approval, please submit the paperwork to Alan Brian (ext.3311) via the normal process, and he will obtain any signature required.

Thank you. - Alan

Alan Brian
Administrative Coordinator
Office of the Vice President for Student Affairs
California State University San Marcos
(760)750-3311

From:	Sharon Elise
Sent:	Friday, November 02, 2012 10:36 AM
To:	Kara Witzke
Cc:	Dayleen Coleman; Luis Terrazas; Don Chu; Virginia Mann
Subject:	Re: talking with SOC faculty about the MSW

Hi Kara,

We have just recently finished external reviewer visits and several other major things--please bear with us.

We will be discussing this at our faculty meeting on the 13th.

Sharon

Sent from my iPhone

On Nov 2, 2012, at 10:29 AM, "Kara Witzke" <kwitzke@csusm.edu> wrote:

> Sharon, I'm just checking in with you about receipt of the email below on 10/24 and your thoughts on when a review and/or comment on the MSW might be completed by the SOC faculty? As I mentioned, we are happy to attend a meeting with a group of faculty interested in reviewing the program to answer questions or clarify where needed.
>
> Thanks for your attention, as UCC would like to start their review
> shortly, Kara
>
> Sent from my iPad
>
> Begin forwarded message:
>
> From: "Kara Witzke" <kwitzke@csusm.edu<mailto:kwitzke@csusm.edu>>
> To: "Sharon Elise" <selise@csusm.edu<mailto:selise@csusm.edu>>
> Cc: "Dayleen Coleman" <dcoleman@csusm.edu<mailto:dcoleman@csusm.edu>>,
> "Luis Terrazas" <terrazas@csusm.edu<mailto:terrazas@csusm.edu>>, "Don
> Chu" <dchu@csusm.edu<mailto:dchu@csusm.edu>>
> Subject: Re: talking with SOC faculty about the MSW
>
> Sharon, attached are the P-form and Appendices for the MSW. We appreciate your faculty's timely response and would be more than happy to attend a meeting of interested faculty to clarify any questions. If you could let me know who you forward the proposal to, I will follow up directly with them. I have all of the course outlines as well but will forward them if requested (there are a lot of them so didn't want to attach them here).
>
> Thanks again,
> Kara
>
> From: Sharon Elise
> <selise@csusm.edu<mailto:selise@csusm.edu><mailto:selise@csusm.edu>>
> Date: Thursday, October 18, 2012 3:16 PM
> To: Kara Witzke

> <kwitzke@csusm.edu<mailto:kwitzke@csusm.edu><mailto:kwitzke@csusm.edu>
> >
> Subject: RE: talking with SOC faculty about the MSW
>
> It may make more sense to round up a group of interested faculty as our meetings are pretty jammed and only happen once a month (those with the whole dept that is). Can you go ahead and send me the materials and I will, meanwhile, round up a group of folks to look it over and potentially meet with you?
>
> Thanks,
> Sharon
>
> From: Kara Witzke
> Sent: Thursday, October 18, 2012 12:05 PM
> To: Sharon Elise
> Cc: Dayleen Coleman; Luis Terrazas
> Subject: talking with SOC faculty about the MSW
>
> Sharon,
> I'd like to perhaps get on your dept meeting schedule soon to discuss the MSW curriculum with your faculty. I can have a copy of the entire P-form and all C-forms available for you electronically by tomorrow afternoon so you can distribute to your faculty in advance of a meeting. Does that sound like a good idea to you? I want to be able to answer any questions that I can in person if possible, as I know there have been concerns from the SOC faculty over this program in the past.
>
> Kara
>
> _____
> Kara A. Witzke, Ph.D.
> Associate Professor
> Chair, Department of Kinesiology
> Acting Chair, Department of Human Development California State
> University, San Marcos
> 333 S. Twin Oaks Valley Rd.
> University Hall 308
> San Marcos, CA 92096
>
> 760-750-7355 office
> 760-750-3237 fax
> http://www.csusm.edu/kinesiology
> http://www2.csusm.edu/jumpstudy
>
> <MSW P Form APPENDIX A.doc>
> <MSW P Form APPENDIX B.doc>
> <MSW P Form APPENDIX C.doc>
> <MSW P Form APPENDIX D.pdf>
> <MSW_P_FORM_10_5_2012.pdf>
> <MSW_pform_signature_page[1].pdf>
> <P_Form_Appendix_Addendum.pdf>

Subject: FW: MPH courses needing SOC signatures

From: Kara Witzke
Sent: Friday, November 02, 2012 10:33 AM
To: Virginia Mann
Subject: Fwd: MPH courses needing SOC signatures

This was their first alert that it was coming...Oct. 17.

Sent from my iPad

Begin forwarded message:

> **From:** Kara Witzke <kwitzke@csusm.edu>
> **Date:** October 17, 2012, 10:01:21 AM PDT
> **To:** Sharon Elise <selise@csusm.edu>
> **Subject: Re: MPH courses needing SOC signatures**
>
> I did receive your earlier reply, thank you!!
>
> As a courtesy advanced notice...we will be sending the MSW to Sociology for review soon. I
> will also ask at that time to set up a meeting with your faculty to discuss any questions or
> concerns that arise from your review.
>
> Thanks again,
> Kara

This addendum was created to address questions from BLP Chair, Staci Beavers, and other information obtained after submitting the MSW P Form to the CoEHHS Curriculum Committee.

1. On p. 20, there is some discussion of "unlicensed and licensed mental health care workers." Is it the intent of this program to produce therapists, or could you elaborate on what is meant by the term used here?

MSW graduates enter various types of careers. MSW graduates can attain clinical licensure as a Licensed Clinical Social Worker (LCSW) in California or similar licensure in other states. LCSW status allows MSWs to be independent providers of mental health (clinical) services, also known as behavioral health services. According to the American Counseling Association (ACA, 2011) most master's level licensed clinicians in the U.S are LCSWs. Many LCSWs provide direct clinical (therapy) services, while other LCSWs serve in administrative, academic, or other non-clinical positions. The Behavioral Health concentration is geared to students interested in providing direct clinical services, focused on services for adults and older adults, either as licensed or unlicensed providers. The Children, Youth, and Families concentration also can serve this purpose. In general, a MSW graduate from any Council on Social Work Education (CSWE) MSW accredited program who accrues the 3,200 qualifying post-MSW hours in California, and who completes state mandated post-MSW continuing education requirements, and who then passes the California LCSW examinations, which likely will soon become part of national social work licensure, can attain LCSW status, or attain similar licensure in other states.

2. Cost to Students (p. 24): Can you provide any figures comparing the anticipated program costs here to those of other CSU programs? (You provide USC numbers, but what about more comparable programs?)
Also, where would funding for stipends come from?

The most comparable CSU Extended Learning funded program in our region is the part-time CSU Fullerton program in Irvine; this program next fall 2013 moves to Garden Grove and will become both a full-time and part-time program in fall 2013. Their current cost is $425 per unit. The CSUF EL funded program is less than our proposed unit cost of $475 as CSUF already had stateside funded MSW core faculty in place from their full-time MSW program which started in fall 2007, and which continues as a full-time program at the CSU Fullerton main campus. Typically, CSU MSW programs, such as SDSU, charge the regular CSU graduate level tuition rates.

The Military and Veterans Services specialization students should be eligible for Department of Defense stipends. There are California Social Work Education Center (CalSWEC) stipends for CYF and BH students that should become available once the program is further along in the accreditation process. Students qualifying for CalSWEC stipends should be able to cover their CSUSM MSW tuition costs in most cases. There are potential small stipends via some nonprofit agencies. The proposed Health Care and Older Adults specialization could also work collaboratively with the new Institute for Palliative Care housed at CSUSM to seek other stipend opportunities. There are also federal educational loan repayment programs for MSW graduates who work in various nonprofit agencies.

3. P. 25 is the first reference I see to part-time students, whereas earlier the program is described as part-time. So is there a separate part-time track, or at least a path for part-time students to get all necessary courses in a timely fashion?

The CSUSM MSW program is designed as a full-time, four semesters program, which meets the CSWE requirement that a full-time student can complete the program within two years, and also a three years part-time, six semesters plus two summers part-time program, which meets CSWE requirements for a

part-time program. This combination of full-time and part-time MSW programs is typical in California and other states. Our assigned CSWE accreditation specialist has advised against a four year part-time program, as a four year program delays the process unduly for most MSW students.

4. RESOURCES: This will be critical for BLP and the Senate. We're getting more familiar and comfortable with self-support programs, but I suspect the resources required here will still catch people's attention and raise questions. P. 27 notes that a tenured, full-time faculty member will be in place by January 2013. Is such a search in progress, or has someone already been selected for this post? And is there a search currently being conducted for a second tenure-track position to begin next Fall? I don't believe CSUSM has yet hired a tenured faculty member to for an entirely self-support program that has yet to launch. Be prepared for plenty of questions about hiring tenured or tenure-track faculty for a solely self-support, grad-level program.

The plan is to begin the faculty search process soon. The CSWE requires a Director or Interim Director, to be hired at tenured or tenure-track status, to be in place to start the accreditation process, which as planned would require hiring the Director by January 2013. The Field Director or Interim Field Director, to be hired at Lecturer status, and the third core faculty, to be hired at tenure track-status, need to be hired prior to the start of the first student cohort planned for fall 2013.

Additional Comment:

Pages 1-2 Section 2 (e): Consultation is currently being provided by Dr. Anita Harbert, Emeritus Professor and former Director of the School of Social Work at San Diego State University. Dr. Harbert and Dr. Jones will continue to provide consultation through December 2012.

APPENDIX C
CAMPUS LIBRARY REPORT

Date: September 26, 2012
To: Budget and Long Range Planning Committee
From: Wayne Veres, Interim Dean, Library
Subject: Library Comments for the P form for Master of Social Work (MSW)

The following reviews the current capacity and describes probable needs of the CSUSM Library to support a proposed Master's in Social Work (MSW) program. Ms. Yvonne Meulemans, currently the Psychology/Human Development/Kinesiology Librarian, met several times with Luis Terrazas, Ph.D. who is leading the development of the MSW program proposal. Preliminary curriculum, details of thesis/project requirements, and other information were gathered by reviewing the CSUSM Library's existing collections, other CSU libraries' collections in Social Work, conferring with the Social Work Librarian at SDSU, Linda Muroi, and other materials on social work information resources. Collections The CSUSM Library currently has monographs and journals to support a Master's in Sociological Practice and a Bachelor's in Sociology. With the addition of another graduate level program in a closely related field, some increase to the monograph acquisitions would be needed in order to ensure a substantive monograph collection. The library does subscribe to the major databases used by students and faculty in a MSW program: Sociological Abstracts, Social Services Abstracts, PsycINFO, CINAHL, PubMed, and PAIS. In regards to journal subscriptions, a comprehensive list of social work journals (Grinnell and Unrau, 2011) was consulted. Of the 128 social work journals listed, the library does not own 63. Annual subscriptions to these 63 titles would be approximately $25,992.50. Journal prices range from $55/year to $1,000+/year. Subscription prices found were for online access only. It is difficult to determine if relying on inter-library loan for a new graduate program would be more cost effective than subscribing to a number of new journals. While CSUSM Library's inter-library loan services for books and journals have short turnaround times, increases in use of these services to support a graduate program would result in additional costs to the Library. Given the estimated cost of purchasing access to the social work journals from Grinnell and Unrau (2011), the Library suggests that inter-library loan requests of these titles be monitored for the first two years of the MSW program. The appropriate liaison librarian would review the costs incurred by the Library for article requests from the 63 unsubscribed titles, as well as consult with MSW students and faculty to make a decision as to which journals, if any, the Library ought to subscribe to. While the Grinnell and Unrau (2011) list is recognized as a quality assessment of key journals in the field of social work, the CSUSM Library has always aimed to have collections that directly support the curriculum. The aforementioned approach is a strategy that could minimize costs, yet ultimately support the student and faculty needs robustly. There are two specific resources that the Library also strongly recommends to be added as soon as possible for MSW students and faculty. *The Campbell Collaboration* is a collection of systematic reviews on social-work related topics and interventions. This collection is open access and full-text reports are easily available. The Psychology/Human Development/Kinesiology/Nursing Librarian is in the process of adding links to *The Campbell Collaboration* from the library's catalog and web site. The second suggested resource is *Cochrane Database of Systematic Reviews*. This is the premiere collection of systematic reviews in nursing and allied health. Subscription to this database would cost about $3000-$5000/year. This database would not only be used heavily by MSW students and faculty, but also those in School of Nursing, Kinesiology, and other health related fields. Reference and instruction by subject specialist librarians A Master's in Social Work program bears some topical overlap to nursing, psychology, and human development. Currently, there is one librarian who is the subject specialist for the School of Nursing, Psychology, Human Development, and Kinesiology. This librarian will also be the specialist for the Child and Adolescent program when it's implemented. Given this portfolio of subjects, this librarian would serve as the primary liaison to the MSW program. Students in MSW programs often do a significant amount of research on legislation, e.g. history and impacts of pieces of legislation. Librarian support for

this work can be led by the Social Sciences Librarian, who has significant experience in this area of reference and research help. The Library looks forward to continuing collaboration with those working on the proposed MSW program and is happy to provide further information.
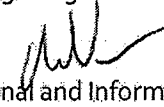
MEMORANDUM

DATE: October 1, 2012

To: Budget and Long Range Planning Committee

From: Wayne Veres
              Dean, Instructional and Information Technology Services and Chief Information Officer

Subject: IITS Comments for the Masters of Social Work Program Proposal

Thank you for the opportunity to provide additional comments for the program proposal for the Masters in Social Work program. Review of the proposal indicates no new IT resources are needed over and above those what can be reasonably anticipated by growth in students, faculty and course sections. Should you find that there are needed additional resources please feel free to contact me. I include the information below for your future reference.

To effectively support any proposal which includes new courses and new faculty, we have developed the following guidelines.

- Any new course must comply with the CSU Accessible Technology Initiative (ATI) guidelines for instructional materials: "New courses and new course content, including instructional materials and instructional websites, will be designed and authored in a manner that incorporates accessibility." An instructional developer will meet with the faculty member designing the new course to review specific accessibility guidelines and ensure that the course content is in compliance with the ATI. Typical issues include captioning multimedia, adding image tags to PowerPoint, and naming links appropriately and would require 3 hours of instructional development time.

- Resources for course development can be found in MERLOT (Multimedia Educational Resource for Learning and Online Teaching). MERLOT is a leading edge, user-centered, searchable collection of peer reviewed, higher education, online learning materials, catalogued by registered members and a set of faculty development support services. MERLOT's vision is to be a premiere online community where faculty, staff, and students from around the world share their learning materials and pedagogy.

The California State University

Bakersfield | Channel Islands | Chico | Dominguez Hills | East Bay | Fresno | Fullerton | Humboldt | Long Beach | Los Angeles | Maritime Academy
Monterey Bay | Northridge | Pomona | Sacramento | San Bernardino | San Diego | San Francisco | San Jose | San Luis Obispo | San Marcos | Sonoma | Stanislaus

- It has been our experience that new courses with typical technology resources take 3 to 5 hours of instructional development support and more technology-intensive courses (especially fully online courses) may take 20 hours or more of support per section.

- New faculty members are usually not familiar with our Learning Management System (LMS) or the multimedia options we offer. Therefore they are encouraged to attend workshops or request an orientation to Academic Technology Services resources that support teaching.

- Online courses are labor-intensive to develop and it is recommended that similar online offerings in the CSU be identified and course sharing with other campuses be considered.

- Multimedia resources including the video studios, Mediasite studio, and videoconferencing rooms are only supported from 8 am to 5 pm on Monday through Friday. For programs with support needs outside this schedule, funds need to be identified for additional support.

- Sixty-six percent of faculty and sixty-seven percent of courses use the Learning Management System. Instructional support for implementation for a new faculty member with a new course ranges from 1 hour to 20 plus hours depending on the interactive content, media integration and whether the course is Web-facilitated, hybrid or fully online.

- Courses being taught at the Temecula site require increased support from IITS. Courses which are taught outside of the established academic calendar may additional coordination and/or effort in order to provide resources to students and instructors. IITS should be notified of these kinds of conditions as early as possible.

cc: David Barsky, Associate Vice President, Academic Programs
    Virginia Mann, Curriculum Specialist
    Teresa Macklin, Director, Enterprise Systems and Information Security Officer
    Bill Ward, Associate Dean, IITS