

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

For Academic Programs Office Use Only		
R.E.	Catalog	File

COLLEGE CHABSS CoBA CoEHHS CSM


TITLE OF PROGRAM Certificate of Specialized Study in Military Science

Discipline

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

Check one: New Undergraduate Major or New Graduate Degree Attach a completed New Program Template
 New Option/Concentration/Emphasis/Track } Attach a completed New Option/Concentration/
 New Minor } Special Emphasis, Teaching Credential and Minor
 New Teaching Credential
 New Certificate Attach a completed New Certificate 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.

College of Business Administration Discipline #1	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Oppose
	<input type="checkbox"/> <u>11/5/15</u> Date

Kinesiology Discipline #2	<input type="checkbox"/> Support <input type="checkbox"/> Oppose
_____ Signature	<input type="checkbox"/> _____ Date

School of Nursing Discipline #3	<input type="checkbox"/> Support <input type="checkbox"/> Oppose
_____ Signature	<input type="checkbox"/> _____ Date

_____ Discipline #4	<input type="checkbox"/> Support <input type="checkbox"/> Oppose
_____ Signature	<input type="checkbox"/> _____ Date

_____ Discipline #5	<input type="checkbox"/> Support <input type="checkbox"/> Oppose
_____ Signature	<input type="checkbox"/> _____ Date

P-FORM PREPARATION

1a. Glen Bronowsky _____ Date 1/5/15
Originator (Please print) _____
1b. _____ Date
Librarian Liaison for Library Report*
1c. [Signature] _____ Date 1/6/15
IITS Liaison for IITS Report*

PROGRAM/DEPARTMENT-LEVEL REVIEW

x 2. [Signature] _____ Date 1/3/15
Program/Department Director/Chair*

COLLEGE/SCHOOL-LEVEL REVIEW

x 3. [Signature] _____ Date 1/3/15
College/School Curriculum Committee*

REVIEW (Signatures must be obtained by proposer)

4a. _____ Date _____
Vice President for Student Affairs*
4b. _____ Date _____
Dean of Library*
4c. [Signature] _____ Date 1/6/15
Dean of Information and Instructional
Technology Services*
4d. _____ Date _____
Vice President for Finance and Administrative
Services*
4e. _____ Date _____
Dean of Graduate Studies (if applicable) *

COLLEGE/SCHOOL-LEVEL RECOMMENDATION

5. [Signature] _____ Date 1/5/15
College/School Dean/Director*

UNIVERSITY-LEVEL REVIEW

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

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

FACULTY APPROVAL

7. _____ Date _____
Academic Senate

UNIVERSITY-LEVEL APPROVAL

8. _____ Date _____
Provost

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.
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MEMORANDUM

DATE: January 5, 2015

To: Budget and Long Range Planning Committee

From: Bill Ward
Interim Dean, Instructional Information Technology Services/CIO

Subject: IITS Comments for the MILS Certificate

Thank you for the opportunity to provide additional comments for the program proposal for the MILS Certificate. As this description is written, this program states that there are no additional on-campus support requests from IITS. The P-Form does not request the use of any other shared technology resources.

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

- It has been our experience that new courses with typical technology resources take 3 to 5 hours of instructional developer support and more technology-intensive courses (especially fully online courses) may take 20 hours or more of support.
- Any new course must comply with the CSU Accessibility 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, using styles in Word, and naming links appropriately in the LMS or website. Analyzing the instructional materials and training how to make these items accessible could take a minimum of 3 hours of instructional development time.
- New faculty members are usually not familiar with our Learning Management System (LMS) or the multimedia options we offer. Therefore, they are highly encourage to attend workshops or request an orientation by contacting ids@csusm.edu to become familiar with all of the options that Academic Technology Services has available to support their teaching. This training can range from 1 hour to 20 plus hours depending on the interactive content, media integration and whether the course is flipped, hybrid, or fully online.
- It is understood that these courses are live lecture based but if in the future online courses are planned it should be noted that they are labor-intensive to develop. The Instructional Developer team provides one-on-one and

professional development opportunities to prepare faculty to develop quality online courses. It is suggested that faculty teaching online meet with the IDS team one semester in advance of teaching the course.

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

**CALIFORNIA STATE UNIVERSITY
SAN MARCOS**

Procedure for Submitting Proposals for New Certificates

Each new Certificate is subject to review and approval by the relevant college curriculum committee and the Academic Planning and Policy Committee of the Academic Senate. Requests for approval of a Certificate should be submitted according to the timeline of the appropriate college curriculum committee and should follow the format below:

1. Full and exact title of the Certificate program and level of the program (Certificate of Specialized vs. Advanced Study). Name and position of the person(s) submitting the proposed Certificate. Intended implementation date of the program.

Certificate of Specialized Study in Military Science

2. List of the existing programs in the discipline(s) under which the new Certificate is to be offered. -NA
3. List of the existing program(s) that may be affected by the proposed Certificate.

School of Nursing, College of Business Administration, Dept. of Kinesiology

4. Purpose of the proposed Certificate, including specific academic objectives served, professional applications, potential student market, and a statement explaining the need for the Certificate in comparison to existing related majors, minors, and Graduate programs.

This certificate offers basic ROTC training to CSUSM students who are currently enrolled on this campus. The training focuses on Leadership, Teamwork, Mentorship, and Physical Fitness. Non- ROTC students may participate in the courses. There are no related majors, minors, or graduate programs in Military Science at CSUSM.

5. List of the courses, by catalog number, title, and units of credit, as well as total units to be required under the proposed Certificate.

Catalog Number	Title	Units
MILS 101	Introduction to Leadership I	3
MILS 102	Introduction to Leadership II	3
MILS 201	Foundations of Leadership I	3
MILS 202	Foundations of Leadership II	3
MILS 301	Military Decision-Making Process	3
MILS 302	Adaptive Team Leadership	3

MILS 401	Developmental Leadership	3
MILS 402	Leadership in a Complex World	3
	Total Units Required	24

6. Definition of the minimum level of competence to be demonstrated to earn the proposed Certificate, and a description of the means of assessing that competence (examination, practicum, field experience, etc.).
 - a. Program Student Learning Outcomes (PSLOs) have been designed and aligned with the university’s Undergraduate Learning Outcomes (ULOs) and program courses. A curriculum matrix is provided in APPENDIX B. Student performance on each learning outcome provides data necessary to evaluate the effectiveness of the program’s curriculum. A detailed comprehensive assessment plan is available in APPENDIX C.
 - b. Progression in the program is determined by student performance on required exams, participation in community engagement, and attendance at mandatory training events.

7. Description of assessment strategies for waiver of lower division requirements (where applicable).
 - a. Prior military service or successful completion of Cadet Initial Entry Training (CIET) would waive the following lower division requirements: MILS 101, MILS 102, MILS 201, MILS 202

8. New courses to be developed. Include proposed catalog descriptions in the Certificate proposal. “C-forms” for these courses should accompany the proposed Certificate package for curricular review.
 - a. MILS 301
 - i. Description: Emphasizes the study, practice, and application of the fundamentals of Army leadership, Officership, Army values and ethics, personal development, and small unit tactics at the team and squad level.
 - b. MILS 302
 - i. Description: Emphasizes the application of the basic tenets of small-unit leadership and mission-accomplishment. Challenging scenarios related to small unit tactical operations are used to develop self-awareness and critical thinking skills.
 - c. MILS 401
 - i. Description: Focuses on duties and responsibilities cadets need to become Army staff officers. Includes applying the Military Decision Making Process, Army writing style, and the Army’s Training Management and METL Development processes during weekly Training Meetings that plan, execute, and assess battalion training events.

d. MILS 402

- i. Description: Explores the dynamics of leading in complex situations of current military operations in full spectrum operations (FSO).

9. List of all present faculty members, with rank, appointment status, highest degree earned, date and field of highest degree, and professional experience, who would teach in the proposed aggregate of courses.

- a. MAJ Orezzaoli, Gino MBA (Business Management), 2002. Currently 18 years of active military service
- b. CPT Cruz, Pedro BA (Physical Education), 2006. Currently 8 years of active military service
- c. SFC Martinez, Angel. Currently 17 years of active military service to include 4 years as a military instructor.

10. Instructional resources (faculty, space, equipment, library volumes, etc.) needed to implement and sustain the Certificate program.

No additional library or equipment needs. Only classroom space required.

APPENDIX A

Military Science – Certificate

Program Student Learning Outcomes (PSLOs)

Graduates with a certificate in Military Science are

- 1) Army Professionals, who are thoroughly trained in
 - a. Officership
 - b. Leadership

- 2) Mentors, who are thoroughly trained in
 - a. Team building
 - b. Adaptability

- 3) Physically, mentally, and emotionally fit, who are thoroughly trained to be
 - a. Lifelong learners
 - b. Resilient

APPENDIX B

Military Science - Certificate Program
Curriculum Matrix

	MILS 101	MILS 102	MILS 201	MILS 202	MILS 301	MILS 302	MILS 401	MILS 402
PSLO 1a -Army Professional: Officership	I	I	I	I	R	R	A	A
PSLO 1b -Army Professional: Leadership			I	I	R	R	A	A
PSLO 2a Mentor: Team building	I	I			R	A	A	A
PSLO 2b Mentor: Adaptability			I	I	R	R	A	A
PSLO 3a Physically, mentally, emotionally fit: Lifelong learner	I	I	R	R	R	R	A	A
PSLO 3b Physically, mentally, emotionally fit: Resilient	I	I	I	I	R	R	A	A

I = Introduced; R = Reinforced; A = Advanced

APPENDIX C
Certificate – Military Science
Comprehensive Assessment Plan

a	b	c	d	e	f	g	h	i	j
ULOs	PSLOs	Courses (Where SLOs are assessed)	Assessment activities (to measure each SLO)	Suggested assessment tools	Assessment schedule – how often SLOs will be assessed	How will data/Findings be reported?	Designated personnel to collect, analyze, and interpret student learning outcome data	Program data/ findings dissemination schedule	Anticipated closing the loop strategies
1, 2, 3, 4	1a & 1b	MILS 301 & 302	Comprehensive exam(s); participation in required community engagement activities	Exam score(s); participation credit/no credit	As a summative measure at the end of the course, every time it is offered	Expectation of students' ability to advance in program	Collect, Analyze & Interpret: Course instructors/Program faculty	This information will be shared annually with the Faculty and reported to the university as per program assessment schedules	Program faculty will conduct analysis on student progression within the program, to determine acceptance/remediation qualifications.
1, 2, 3	2a & 2b	MILS 401	Comprehensive exam(s); participation in required planning and evaluation of training activities	Exam score(s); Training activity rubric(s)	Exams are used as a summative measure at the end of the course, every time it is offered; training activities occur at various times throughout the course	Expectation of students' ability to advance in program	Collect, Analyze & Interpret: Course instructors/Program faculty	This information will be shared annually with the Faculty and reported to the university as per program assessment schedules	Program faculty will conduct analysis on student progression within the program, to determine acceptance/remediation qualifications.
1, 4	3a & 3b	MILS 402	Comprehensive exam(s)	Exam score(s)	Exams are used as a summative measure at the end of the course and to ensure students' progression in program	Expectation of students' ability to advance in program	Collect, Analyze & Interpret: Course instructors/Program faculty	This information will be shared annually with the Faculty and reported to the university as per program assessment schedules	Program faculty will conduct analysis on student progression within the program, to determine acceptance/remediation qualifications.

CATALOG COPY:

CERTIFICATE OF SPECIALIZED STUDY IN MILITARY SCIENCE

The Department of Military Science offers a four-year Army Reserve Officers Training Corps (ROTC) program designed to develop future officers in the areas of leadership, management, foreign policy, national security, military history, military skills, diversity, cultural understanding, and physical fitness. The Army ROTC program offers a series of optional adventure outings and on/off campus activities during the school year. These include orienteering, sports programs, social activities, mentorship programs, and community outreach/support programs. Enrollment in the Army ROTC program is not a requirement for taking military science courses.

1. MILS 101 Introduction to Leadership I
2. MILS 102 Introduction to Leadership II
3. MILS 201 Foundations of Leadership I
4. MILS 202 Foundations of Leadership II
5. MILS 301 Military Decision-Making Process
6. MILS 302 Adaptive Team Leadership
7. MILS 401 Developmental Leadership
8. MILS 402 Leadership in a Complex World

Each class is 3 credits each for a total of 24 Credits