

**CALIFORNIA STATE UNIVERSITY
SAN MARCOS**

1. Definition of the Proposed Degree Major Program¹

- a. *Name of the campus submitting the request, the full and exact designation (degree terminology) for the proposed degree major program, and academic year of intended implementation.*
- b. *Name of the department, departments, division or other unit of the campus which would offer the proposed degree major program. Identify the unit which will have primary responsibility.*
- c. *Name, title, and rank of the individual(s) primarily responsible for drafting the proposed degree major program.*
- d. *Objectives of the proposed degree major program.²*
- e. *Total number of units required for the major. List of all courses, by catalog number, title and units of credit, to be specifically required for a major under the proposed degree program. Identify those new courses which are 1) needed to initiate the program and 2) needed during the first two years after implementation. Include proposed catalog description of all new courses.*
- f. *List elective courses, by catalog number, title, and units of credit, which can be used to satisfy requirements for the major. Identify those new courses which are 1) needed to initiate the program and 2) needed during the first two years after implementation. Include proposed catalog description of all new courses.*
- g. *If any formal options, concentration, or special emphases are planned under the proposed major, explain fully.*
- h. *Course prerequisites and other criteria for admissions of students to the proposed degree major program, and for their continuation in it.*
- i. *Explanation of special characteristics of the proposed degree major program, e.g., in terminology, units of credit required, types of course work, etc.³*
- j. *For undergraduate programs, provisions for articulation of the proposed major with community college programs.⁴*
- k. *Provision for meeting accreditation requirements, where applicable, and anticipated date of accreditation request.*

2. Need for the Proposed Degree Major Program

¹ Instructions to Program Proposer: When beginning to fill out this form, contact Academic Programs for general guidance and for samples of recent program proposals.

² Instructions to Program Proposer: Objectives should be expressed as overarching student learning outcomes that the program is intended to produce: what the graduates should know and be able to do. Make reference to the more detailed presentation provided in the table required in section 6a. Use 1d to address how the program is aligned with the University Mission, Vision and Values.

³ Instructions to Program Proposer: This section may not be applicable to some proposals.

⁴ Instructions to Program Proposer: Undergraduate majors should take into consideration any Lower Division Transfer Patterns (LDTPs) that have been adopted by the CSU system for this major: <http://www.calstate.edu/AcadAff/agreements.shtml>. See Enrollment Management Services for assistance in completing this section.

- a. *List of other California State University campuses currently offering or projecting the proposed degree major program; list of neighboring institutions, public or private, currently offering the proposed degree major program.*
- b. *Differences between the proposed program and programs listed in a. above.*
- c. *List of other curricula currently offered by the campus which are closely related to the proposed program. Enrollment figures during the past three years in specified courses or programs closely related to the proposed degree major program. If a formal minor, option or concentration is offered in the proposed subject area, indicate the number of students enrolled.⁵*
- d. *Results of a formal survey in the geographical area to be served indicating demand for individuals who have earned the proposed degree and evidence of serious student interest in majoring in the proposed program. Justify any discrepancies between national/statewide/professional manpower surveys and local findings.⁶*
- e. *For graduate programs, the number of declared undergraduate majors and the degree production over the preceding three years for the corresponding baccalaureate program.⁷*
- f. *Professional uses of the proposed degree major program.*
- g. *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.⁸*

3. Existing Support Resources for the Proposed Degree Major Program

- a. *Faculty members, with rank, appointment status, highest degree earned, date and field of highest degree, and professional experience (including publications if the proposal is for a graduate degree), who would teach in the proposed program.*
- b. *Space and facilities that would be used in support of the proposed program. Show how this space is currently used and what alternate arrangements, if any, will be made for the current occupants.*
- c. *Library resources to support the program, specified by subject areas, volume count, periodical holdings, etc.⁹*
- d. *Equipment and other specialized materials currently available.¹⁰*

⁵ Instructions to Program Proposer: See Enrollment Management Services to obtain numbers of students with declared majors, options/concentrations/emphases/tracks/etc., and minors. See Academic Programs to obtain enrollment histories in specific courses.

⁶ Instructions to Program Proposer: See the Career Center for assistance in completing this section.

⁷ Instructions to Program Proposer: See Enrollment Management Services for these data.

⁸ Instructions to Program Proposer: See Academic Programs for assistance in estimating the number of majors and graduates.

⁹ Instructions to Program Proposer: See the Library for this report.

¹⁰ Instructions to Program Proposer: See Instructional and Information Technology Services (IITS) for a report addressing information technology and academic computing resources available to support the program. Programs currently possessing additional equipment and specialized material not addressed in the IITS report should include these here.

4. Additional Support Resources Required

- a. *Complete Table I, enrollment and faculty positions should be shown for all discipline categories which will increase because of the new program and for all discipline categories which will decrease because of the new program. If faculty positions are to be transferred into the new program from other areas, the reductions in faculty positions should be shown in the appropriate discipline category.¹¹*
- b. *Any special characteristics of the additional faculty or staff support positions needed to implement the proposed program.¹²*
- c. *The amount of additional lecture and/or laboratory space required to initiate and sustain the 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 campuswide priority of the facility, capital outlay program priority, and projected date of occupancy.¹³*
- d. *Additional library resources needed. Indicate the commitment of the campus to purchase or borrow through inter-library loan these additional resources.¹⁴*
- e. *Additional equipment or specialized materials that will be 1) needed to implement the program and 2) needed during the first two years after initiation. Indicate source of funds and priority to secure these resource needs.¹⁵*

5. Abstract of the Proposal and Proposed Catalog Description¹⁶

6. Additional CSUSM New Program Requirements

- a. *Complete Table II, indicating the courses in which the student learning outcomes are addressed.¹⁷*
- b. *Provide an initial assessment plan for the program. The data collected via this assessment plan will be the basis of the first program review (generally scheduled five years after program implementation).¹⁸*
- c. *(For undergraduate degrees) Attach a sample schedule showing how a student beginning as a first-time freshman at CSUSM could fulfill all graduation requirements in four years.¹⁹*

¹¹ Instructions to Program Proposer: CSUSM proposals replace Table I with equivalent tables constructed from College Academic Master Plans and the Academic Blueprint. See Academic Programs for these tables.

¹² Instructions to Program Proposer: Include additional faculty lines needed to support the course offerings indicated in 6c and 6d. Indicate whether any external funds are expected to support faculty lines.

¹³ Instructions to Program Proposer: See Planning, Design and Construction for assistance in answering questions about space that is under construction or being planned. Indicate whether any external funds are expected to support construction of facilities.

¹⁴ Instructions to Program Proposer: This should follow directly from the Library report in 3c.

¹⁵ Instructions to Program Proposer: Information technology and academic computing needs should follow directly from the IITS report in 3d. Additional specialized equipment and materials that will be needed should be addressed here.

¹⁶ Instructions to Program Proposer: Use the format found in the most recent General Catalog.

¹⁷ Instructions to Program Proposer: The template for Table II may be downloaded from (fill in URL). See Academic Programs for sample tables from other program proposals.

¹⁸ Instructions to Program Proposer: See Academic Strategic Planning and Assessment for assistance in developing an assessment plan.

¹⁹ Instructions to Program Proposer: See First Year Programs for assistance in developing detailed graduation road maps for the first two years of study.

- d. Attach a proposed course offering plan for the first three years of program implementation. Where possible, indicate likely faculty teaching assignments.
- e. Summarize the responses in items 4b-4e by completing the Table III below.²⁰

Table III.

Necessary Resources	Start-up Costs	On-going Costs	Expected On-going External Funding (indicate expected duration of funding)
Additional Faculty <ul style="list-style-type: none"> • Tenure-line • Adjunct 			
Program Administration: Release time for Chair or Director			
Additional Staff			
Library/Collections			
Technology: Special Hardware and/or Software			
Other: Computer and Furniture Complements, telephone, equipment, operating expenses, etc.			

²⁰ Instructions to Program Proposer: See the Office of the Provost for assistance in estimating costs associated with additional faculty positions.

NEW PROGRAM PROPOSAL - Form P

COLLEGE _____ Discipline _____

TITLE OF PROGRAM: _____

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 } Attach a completed New Certificate Template
 _____ New Certificate

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.

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

1. _____ Originator (Please Print) _____ Date 2. _____ Program/Department - Director/Chair _____ Date

REVIEW PROCESS

3a. _____ Dean of Library* _____ Date 3b. _____ Dean of Information and Instructional Technology Services* _____ Date
 3c. _____ Vice President for Student Affairs* _____ Date 3d. _____ Director of Planning, Design and Construction (if applicable)* _____ Date

COLLEGE-LEVEL APPROVAL PROCESS

4. _____ College Curriculum Committee^ _____ Date 5. _____ College Dean* _____ Date

UNIVERSITY-LEVEL APPROVAL PROCESS

(May not begin until all Review and College-Level Approval signatures have been obtained.)

6a. _____ University Curriculum Committee^ _____ Date 6b. _____ Budget and Long-Range Planning Committee^ _____ Date
 7. _____ Academic Senate _____ Date 8. _____ Provost _____ Date
 9. _____ President _____ Date 10. _____ Date to Chancellor's Office

* 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.

Table II: Student Learning Outcomes Receiving Attention in Selected Courses

	Preparation for the Major		Upper-Division Core			First Set of Choices in Major		Second Set of Choices in Major			
	Required Course 1	Required Course 2	Required Course 1	Required Course 2	Required Course 3	Elective Course 1	Elective Course 2	Elective Course 1	Elective Course 2	Elective Course 3	Elective Course 4
Program	SLO 1										
Student	SLO 2										
Learning	SLO 3										
Outcomes	SLO 4										
	SLO 5										
	SLO 6										
	SLO 7										

Use an X to mark Student Learning Outcomes that are developed within particular courses.

More refined versions of such a chart might use different symbols to differentiate between primary and secondary focus on an SLO in a course.