**BLP Minutes for September 2, 2014**

**Time: 2:30-3:45p.m.**

**Location: KELL 3010**

**Committee Members:** Pat Stall (p), Toni Olivas (p), Bruce Rich (), CHABBS open seat (),

Linda Holt (p), Hua Yi, (p), Katherine Kantardjieff (p), Kamel Haddad (), Bill Ward (p), Mike Schroder (p), JJ Gutowski, ASI(p)

**Introductions and welcome new members**

**Approval of 9/2 minutes**

**Approval of agenda**

**Chair’s report**

* News from EC: We are on a 6% FTE and headcount growth rate. New buildings are granted to campuses with 94% space utilization. New scheduling recommendations should result in 96% space utilization in 2 years. New scheduling recommendation also decreases overlapping times and opens up more classes and easier scheduling for students, which leads to decreased time to graduation and graduation rates.

**Discussion Items:**

--EC charge--criteria for determining whether new programs should originate through EL or

state funding

--joint referral with LATAC re: EL online expansions (latest draft is at the end of this agenda)

**P-Forms for Review** (See the Master of Public Health folder on the Community Moodle for BLP related documents related to the programs. To review the entire curriculum refer to the academic program link <http://www.csusm.edu/academic_programs/catalogcurricula/2013-14_curriculum.html>)

PH – Master of Public Health – **August 2012**  · (Program proposer Denise Boren is coming to BLP Sept. 9, UCC questions to the proposer, EL budget)

Budget questions: Reference UCC questions and EL budget. Since you need 5 full time faculty with appropriate degrees. Who will be the 5 full time faculty?

*MPH will be a program within the School of Nursing*.

How will option sections fill so as to maximize space and maintain budget feasibility?

Library budget allows for $10,000. The P form (PDF p. 24-25) references a soft estimate of $5000.00 + Public Health Journals 6, 493. The statement from the library is included. Do we also need an official memo?

*Library faculty work with the program on a yearly basis to make adjustments in budget when there is inflation and/or increased costs of publications.*

Discrepancy. There is no money in the budget for new faculty. However, there is a request for office space for 3 new faculty. Does that also mean that there will be costs for the 2 faculty in addition to the director? (p-form pdf p. 31)

Will this program require a computer lab? And, will it require IITS support for evening times?

MUSC – Music Major – any updates **12/12/13** (Bill Bradbury will be coming to BLP Sept. 16 what questions do we have for him?)

Music major questions:

Ask Bill Bradbury to discuss the space implications with the Director, Jacquelyn Kilpatrick. Invite her to come on Sept. 16 as well.

Please provide an overview and comparison of the option and the major courses.

P form (pdf pp. 33) There are currently 20-25 students in the music option. Estimates are confusing. 20-25 majors in year one are estimated in conjunction with community college colleagues? Then, it is stated that year one will have 5 graduates, reading 10-15 in year 5. Where did these numbers come from and how many students are in current classes? Do you expect more classes? Is this a viable number for sustainability? How will the classes be filled?

P form (pdf pp. 34) space needs will be needed, an additional computer lab and software, and more rehearsal space. Are the computing labs listed (Arts 177 and 239) still widely available? There is a suggestion to add a large “tilt-up” building near the arts building that would provide more storage and rehearsal space as the program grows.

P form (pdf pp. 37) The library does have a significant collection for music theory and music history books; however, library statement indicates needs to update and add to the existing collection for musical scores and audio performances for newer genres. Is what we have adequate for WASC accreditation.

There are several new courses, but the P-form indicates no new resources initially.

**P-Forms coming soon**

·       LBST – Advanced Study in Teacher Leadership in Middle Level Education – **12/12/13**

·       ACCT – Professional Certificate in Accounting – **2/25/14**

·       COMM – Convergent Media Minor -**03/11/14**

·       GBM – Global Business Management– **03/12/14**

·       CCHC – Cultural Competency in Health Care Certificate – **05/05/14**

**BLP: Policy & Procedure for Expanding Existing Stateside Programs to Online Self-Support Delivery**

***Rationale****: CSU policy does not allow existing state-support programs to be “supplanted” via Extended Learning offerings; however, CSU campuses may offer existing state-supported programs where at least one of the following conditions is met: "i. the courses or program is designed primarily for career enrichment or retraining (Education Code § 89708)[;] ii. the location of the courses or program offerings is removed from permanent, state-supported campus facilities; [or], iii. the client group for the courses or program receives educational or other services at a cost beyond what could be reasonably provided under state support" (a determination made by the Chancellor’s Office per Executive Order 1047, at* [*http://www.calstate.edu/eo/EO-1047.html*](http://www.calstate.edu/eo/EO-1047.html)*).*

*The most recent revision of CSUSM’s policy on “Extended Learning's Roles and Responsibilities” (signed by President Haynes on June 27, 2012) indicates that CSUSM’s existing for-credit programs can be offered via Extended Learning if “approved by the Dean (or designee) of the College offering the programs, the Dean of Extended Learning (or designee), the CSUSM Academic Senate (via a policy to be developed by the BLP), and the President (or designee).” This proposed policy/procedure is intended to establish standards and procedures by which such a program expansion will be considered by the Academic Senate, once it is proposed by faculty from within a program. The appended template is derived from the P form.*

Definition: Policy and procedure for the offering of State-supported, for-credit programs as online programs by Extended Learning.

Authority: California State Education Code § 89708 and CSU Executive Order 1047.

Scope: State-supported, for-credit programs considered for offering as online programs by Extended Learning.

Policy:  
CSU campuses may offer existing state-supported programs through self-support where at least one of the following conditions is met: "i. the courses or program is designed primarily for career enrichment or retraining (Education Code § 89708)[;] ii. the location of the courses or program offerings is removed from permanent, state-supported campus facilities; [or], iii. the client group for the courses or program receives educational or other services at a cost beyond what could be reasonably provided under state support" (Executive Order 1047, at <http://www.calstate.edu/eo/EO-1047.html>). [[1]](#footnote-1) Because online programs do not require students and faculty to be located on campus, expanding existing state-supported, for-credit programs to online programs does not meet condition (ii). However, such programs could meet criteria (i) or (iii).

The campus [Online Instruction](http://www.csusm.edu/policies/active/documents/online_instruction.html) Policy[[2]](#footnote-2) sets forth requirements for student and faculty support in online courses and programs. These requirements constitute a minimum of what can be “reasonably provided under state support” under condition (iii) in EO1047.[[3]](#footnote-3)

Procedure:

1. Proposals to expand existing stateside programs to include self-support delivery shall be generated by faculty within those programs. Faculty generating proposals shall work closely with the Dean of Extended Learning (or his/her designee) to fill out all required paperwork. This paperwork shall include any documentation required by the Chancellor’s Office as well as a proposal based upon CSUSM’s approved template.

2. Proposals shall be considered for approval by the Academic Senate after review by the

a) appropriate College-level planning committee;

b) appropriate College Dean; and

c) BLP.

**Template for Stateside Program Expansions to Self-Support**

1. **Program Identification**
   1. Name, title, and rank of the individual(s) primarily responsible for drafting this proposal.
   2. Term and academic year of self-support program launch (e.g. Fall 2007).
   3. Specify how this proposed expansion meets one or more of the E.O. 1047 conditions for self-support delivery. For online program expansions, explain how this expansion fits into the program and its College’s vision for development and growth, including anticipated impacts on stateside program FTES generated within the College. For example, if stateside FTES decline, which can reasonably be anticipated from launch of a self-support online program, what percentage of FTES decline is viewed as acceptable without threatening the supplanting of the stateside program?
   4. Identify the unit that will have primary responsibility for offering the self-support program, and all CSUSM programs or Departments that will provide courses as part of the self-support degree or certificate.
   5. Is this program offered in collaboration with any other institutions (for example, in partnership with a community college)?

**2. Student Demand**

* 1. What evidence exists to demonstrate the need to expand the program to a self-support offering?
  2. What community participation, if any, was engaged in the planning process? (This may include prospective employers of graduates.)
  3. What issues of access (i.e., geographic, socioeconomic, scheduling flexibility, etc.) were considered when planning to expand this program to self-support offering? For online programs, particular attention should be paid to how the program expansion will serve a larger and/or different population than the existing stateside program.
  4. What is the expected number of majors in the expanded program in years one, three and five? What impact on existing campus stateside and EL programs is anticipated (both for the program wishing to expand and other existing programs on campus)? Will students in this program be allowed to take units from stateside program offerings while enrolled in the Extended Learning program? If so, how will self-support cohorts be maintained?

**3. Support Resources for Expanding Programs to a Self-Support Offering**

**Note:** The following items should be prepared in consultation with the campus administrators 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. Anticipated impact on existing CSUSM campus resources, including faculty and staff resources. All affected departments offering courses in this program should be addressed here. How will the new self-support program be offered without negatively impacting the existing stateside offerings? Give particular attention to how existing tenure-track and lecturer faculty resources will be deployed across the existing stateside program and the proposed new off-site program.

b. Space and facilitiesthat would be used in support of the proposed program expansion. The amount of additional lecture and/or laboratory space required to initiate and to sustain the program over the next five years. Indicate any additional special facilities that will be required.

c. A report provided by the campus Library.[[4]](#footnote-4) What additional library resources (including library instruction, library materials and staff/faculty support) will be needed to expand the program to include a self-support delivery model? Indicate the commitment of the campus either to purchase these resources or to borrow through interlibrary loan or the San Diego Circuit. Note: Student demand figures may be especially helpful in determining database expenses as well as necessary reference or other library faculty/staff support.

d. How will existing academic technology, equipment, and other specialized materials be impacted by the program's expansion to include a self-support delivery?[[5]](#footnote-5) What additional academic technology, equipment, staff support, or other specialized materials will be needed to implement the additional delivery model?

**4. Budget & Anticipated Revenues from Program Expansion**

Include a draft budget prepared by Extended Learning that outlines anticipated program costs, tuition and fees, and distribution of revenues.

1. The Chancellor’s Office makes the determination with regard to whether a program has met the requirements set forth in EO 1047. [↑](#footnote-ref-1)
2. The Online Instruction policy is available at http://www.csusm.edu/policies/active/documents/online\_instruction.html [↑](#footnote-ref-2)
3. Such additional costs could include marketing, equipment, accreditation expenses, or other costs that may make program expansions cost-prohibitive for expanded stateside operations. [↑](#footnote-ref-3)
4. Contact the Library for this report. [↑](#footnote-ref-4)
5. Contact 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. [↑](#footnote-ref-5)