



**ACADEMIC SENATE
Executive Committee
REFERRAL FORM**



CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Date:	9/5/2018
To:	Academic Programs Committee
From:	Academic Senate Executive Committee
Subject:	Academic Senate Referral
Classification	AP-001-189
Title of Referral:	Update to Definitions and Guidelines for Degree Programs for the Semester Model
Background:	See attached referral request form. Additional background provided by the Executive Committee: None.
Recommended resources:	See attached referral request form and supporting documentation. Additional resources recommended by the Executive Committee: None. For the Committee's Report on this referral, please list in separate sections, the resources recommended and resources actually consulted. If a resource was not consulted, briefly state why.
Review and recommend:	Review and recommend as appropriate.
Date required for presenting committee report to the Executive Committee:	10/31/2018

Your Name: Keith Forward

Your Email: kmforward@cpp.edu

Title of Referral: Update to Definitions and Guidelines for Degree Programs for the Semester Model

Names and Titles of proponents: Keith Forward, Interim Director of Undergraduate Studies and General Education
Salomon Oldak, Director of Graduate Studies
Laura J. Massa, Associate Vice President for Academic Programs

Keywords: Undergraduate, Graduate, Semester Program, Majors, Options, Degree Program

Is there a deadline by when this referral needs to be considered by the Academic Senate?:
Yes

Deadline Date: Nov 07, 2018

Justification for deadline: Departments need to address this policy change as soon as possible.

Background: See attachment

Recommended Resources: Deans

Department Chairs

AVP of Academic Programs

Director of Undergraduate Studies and General Education

Director of Graduate Studies

Director of Assessment and Program Review

EO 1071R

AS-2465-145 (Definitions and Guidelines for Undergraduate Degree Programs for the Semester Model)

AS-2490-156/AP (Proposed Master's Degree Structure under Semester Calendar)

Attachment 1:

https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/435419852/update_to_definitions_and_guidelines_for_degree_programs_for_the_semester_model.docx

Attachment 1:

Background Provide background on the need for this referral and how it will benefit the University. Clearly state the expected outcome(s) or action(s) requested:

Background

In January 2017, the Chancellor's Office issued Executive Order 1071 Revised (EO 1071R) to provide guidance for the structure of degree programs. EO 1071R states that the units associated with a subprograms (options, concentration or emphasis) must constitute less than one-half of the units required in the major program. This ensures that the program's student learning outcomes can be achieved by all enrolled students, regardless of the subprogram pursued. This structure of major programs serves several purposes: (1) similar experience for students in given degree program (cohesive curriculum), (2) consistency for potential employers and post-baccalaureate programs, and (3) appropriate reporting to state and federal agencies. To ensure the integrity of degree programs, each degree program needs to be associated with one set of curricular requirements.

The required curriculum for each CSU degree program title (and level) is roughly comparable across the system and reflects the Classification of Instructional Programs ("CIP") program definition for each CIP code. Campuses are allowed to use a slightly different campus-specific title, as long as it is reasonably similar to the official title. The program codes, however, remain the same across the system. The CSU Degrees Database has fields for the official "generic" CSU title and a campus-specific title.

Policy updated

To address the changes associated with EO 1071R, the following edits to AS-2465-145 (Definitions and Guidelines for Undergraduate Degree Programs for the Semester Model) and AS-2490-156/AP (Proposed Master's Degree Structure under Semester Calendar) are recommended:

Edit to point 5a of AS-2465-145

5. That undergraduate programs will be structured according to the following guidelines:
 - a. ~~All degree programs will have a required common set of courses (minimum of 12 units) hereafter called 'core courses.'~~** All degree programs have a common set of specified core courses**, which comprises the majority of units in the program.

Edit to point 1.c of AS-2490-156

- 1.c. Programs shall contain a collection of specified core courses** that all students in the program complete for the degree. The purpose of the core curriculum is to ensure that there are sufficient opportunities for students to achieve the program's learning outcomes. It is expected that the core courses along with the culminating experience units comprise of the majority of the units in the degree program. ~~core will contain 6 units or more in order to achieve this purpose; a minimum of 3 units in the core is required.~~

****Definition of Core Courses**

The core courses provide students the opportunity to attain the program's learning outcomes. It is possible for a group of courses to achieve the same set of learning outcomes and that not all students are required to complete exactly the same set of core courses. However, all students are provided equal opportunity to achieve all program learning outcomes. In addition, each core

course should easily be associated with the major's CSU code, CSU Generic Title, and CIP definition. The information regarding these items is located on the Chancellor's Website ([CSU Codes to CIP2010](#).)

Timeline

Several degree programs (subprograms) on campus will require curriculum adjustments to bring all programs in compliance with the EO 1071R. All corrections are required to perform before the next scheduled program review. Programs may be granted program review postponement if additional time and resources are required to complete the curriculum changes. Program review postponement requests should be directed to the Director of Program Assessment and the AVP of Academic Programs by the Department Chair via the Associate Dean. All programs (subprograms) are required to be compliant with EO 1071R by April 2024.

Procedures for curriculum change.

All curriculum changes should follow standard procedures and policy as listed on in the [Cal Poly Pomona Curriculum Guide](#) and [CSU Academic Programs and Faculty Development: Program planning resource guide](#). Subprograms may seek elevation to a degree major, in this case, departments should follow the Elevating Option or Concentration to a Full Degree Program Template (p 172 of Program planning resource guide).