



Breadth is the hallmark of bachelor's degrees, and more narrow specialization occurs at the graduate level.)

- x How the program fits into the campus mission and strategic plan
- x Whether the program is offered through state support or special sessions
- x Anticipated student demand
- x Workforce demands and employment opportunities for graduates
- x Other relevant societal needs
- x An assessment of the required resources and a campus commitment to allocating those resources
- x And, as applicable:
  - o If the projection is a pilot program, also list the academic years during which the program will operate in pilot status.
  - o If the projected program is now offered as an option, concentration, or emphasis, provide a brief rationale for elevation to a full degree program.
  - o For new degree programs that are not already offered in the CSU, please provide a compelling rationale explaining how the proposed subject area constitutes a coherent, integrated degree program that has potential value to students and meets CSU requirements for an academic program at the undergraduate or graduate level.

### Stage 2: Degree Proposal is prepared for approval at all campus and external levels.

The following steps are followed prior to final implementation:

1. The general concept and requirements are discussed broadly by faculty impacted by the proposed degree. When changes affect programs outside the school, documentation of consultation should accompany proposals.
2. CSU System's template for new degree proposals is used to prepare the formal proposal and CSUB's new degree routing sheet accompanies the proposal at all steps of the campus approval process. Consult with the AVP for Academic Programs throughout the process.
3. Typically, department faculty will propose a new degree. Upon departmental approval, the routing sheet is signed by the department chair and the approving memo is attached.
4. The Curriculum Committee typically require that all affected programs be consulted prior to submission. In the case of interschool programs, the Academic Affairs Committee of the Senate serves as the curriculum committee. Approval is documented by the committee chair'
  - x On the routing sheet and attachment of the approving memo.
  - x The Dean considers the program and, upon approval, signs the routing sheet and attaches a memorandum indicating an analysis of the resource commitments that must be made to support the program and the origin(s) of those resources.

- x An electronic copy of the final proposal is sent to the AVP for Academic Programs. The hard copy with routing sheet and accompanying documentation is delivered to the Academic Programs office, EDUC 242. The AVP for Academic Programs reviews the documentation to log the proposal and ensure that the proposal follows all campus, system, and legal requirements.
- x If the Provost endorses the proposal, it is sent to the Academic Senate office for consideration by the campus.
- x The Senate office will not accept a proposal without a complete routing sheet.

More information about curricular revision can be found in the Curriculum Guide. Forms are accessible from the website of Academic programs - <http://www.csub.edu/academicprograms/manual.shtml>

## Policies

If the policy is a revision of an existing policy, the proposed version should come to the Senate showing the proposed changes with strikeouts for deletions and italics for additions. A cover sheet should include the following: rationale for the changes, summary of the changes, any known history of the policy, and the outcome of reviews by other committees.

If it is a new policy, the cover sheet should explain the rationale for the policy, how it was developed, and what other bodies were consulted for feedback.

## Special Written Reports

Written reports to the Senate should have an executive summary as a cover sheet to the report, noting the significant items or findings of the report.

## Other items

Items that are not resolutions, policies or related to programs should clearly state what is being asked of the Senate and should include any items cited above that are pertinent to the document.