

# Procedure for Processing Curricular Proposals from Imperial Valley Campus

(Policy adopted by the Senate, November 8, 1977, April 17, 1990, and May 11, 1999;  
Revised April 26, 2001)

## Curricular Procedures

Curricular proposals for new courses, new minors, new emphases, topics courses, and changes in courses, programs, and degrees offered at the IVC may be initiated either by the IVC or by academic departments of the San Diego campus; however, in either case such initiations shall be approved both by the IVC and by the relevant San Diego campus department and college before university review and approval.

Furthermore, San Diego campus departments and their colleges shall by committees and periodic review share with the IVC the responsibility for the quality of IVC programs and courses.

With consultative approval of the relevant academic departments and the chairs of the Undergraduate Curriculum Committee and the Graduate Council of the San Diego campus, the IVC may make minor substitutions in approved programs to fit local needs and faculty availability.

(Note: 500-level courses offered at IVC are acceptable for a graduate degree only with prior approval of the graduate adviser.)

## Procedures for Submitting Proposals for Implementation of New Degree Major Programs from Imperial Valley Campus that are Currently Offered on the Main Campus

(Revised March 1985 and June 2003)

A campus, in accordance with its approved academic master plan, submits detailed proposals for new degree major programs to the Division of Academic Plans and Programs in the Chancellor's Office for review and approval in the academic year preceding projected implementation. Approval of any degree major program is subject to campus assurances that financial support, qualified faculty, physical facilities, and library holdings sufficient to establish and maintain the program will be available within current budgetary support levels. The proposal must follow the format below, and copies will be sent to the Office of the Chancellor by the Provost at San Diego State University once the proposal has been approved by the university-wide screening committees, the Senate, and the President.

### 1. Definition of the Proposed Degree Major Program

- a. The full and exact designation (degree terminology) for the proposed degree major program, and academic year of intended implementation.
- b. Name of the division or other unit of the campus which would offer the proposed degree major program, i.e., IVC.
- 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.
- 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 of **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, concentrations or emphases are planned under the proposed major, explain fully.
  - h. Course prerequisites and other criteria for admission of students to the proposed degree major program and for their continuation in it.
  - i. Does program differ from main campus program? If so, in what way?
  - j. For undergraduate programs: Provisions for articulation of the proposed major with community college programs. Please indicate what articulation agreements have been made with what colleges and what additional agreements are contemplated.
  - k. If main campus program is impacted, how will transfer to main campus be handled?
- (*Note:* Where applicable, establishment of a master's degree program should be preceded by national professional accreditation of the corresponding bachelor's degree major program.)

## **2. Need for the Proposed Degree Major Program**

- a. 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.
  - b. 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.
  - c. For graduate programs, the number of declared undergraduate majors and the degree production over the preceding three years for the corresponding baccalaureate programs.
  - d. Professional uses of the proposed degree major program.
  - e. 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.
- (*Note:* This degree major program will be subject to program review evaluation within five years after implementation.)

## **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. Include faculty vita in an appendix.
- (*Note:* For proposed graduate degree programs, a minimum of five full-time faculty members with the terminal professional degree should be on the program staff.)
- 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.
  - d. Equipment and other specialized materials currently available.

#### **4. Additional Support Resources Required**

(*Note:* If additional support resources will be needed to implement and maintain the program, a statement by the responsible administrator(s) should be attached to the proposal assuring that such resources will be provided.)

- a. 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 campus-wide priority of the facility, capital outlay program priority, and projected date of occupancy.
- b. Additional library resources needed. Indicate the commitment of the campus to purchase or borrow through interlibrary loan these additional resources.
- c. Additional equipment or specialized materials 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.

#### **5. Abstract of the Proposal and Proposed Catalog Description**

Attach an abstract of the foregoing proposal, not to exceed two pages, and a complete proposed catalog description, including admission and degree requirements.