



## CALIFORNIA STATE UNIVERSITY, LONG BEACH

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### OFFICE OF THE PROVOST DIVISION OF ACADEMIC AFFAIRS

May 22, 2012

To: Deans, Associate Deans and Department Chairs

From: Donald J. Para, Provost and Senior Vice President for Academic Affairs

Subject: New Curricular Process Guidelines

At the June 2011 Deans' Retreat, deans and senior staff engaged in a substantial discussion of the necessity, in a time of diminished resources, to streamline curriculum and reduce the workload associated with the large amount of curricular development and revision routinely generated by CSULB faculty. As the budget picture grew more dismal, further consultation with deans, associate deans, staff and administrators resulted in the guidelines below.

The workload associated with academic curricula is substantial. In the December 2010 curriculum cycle alone, there were 503 changes to individual courses and 96 changes to program requirements. This workload falls not only on Enrollment Services staff who must code and recode the PeopleSoft system with each curricular change and on the staff of the Curriculum and Articulation Offices, but also on the curriculum committees and their staff support at each level of review. When courses and program requirements change, advisers face an added burden. With faculty and staff across the university doing more with less, it is important to identify ways to reduce workload in this area.

Some strategies already have been put in place, including the implementation of a single curriculum cycle each academic year and a moratorium on cosmetic changes to course prefixes and numbers. With significant budget cuts now a reality, however, we must focus even further on reducing the volume of curricular activity while maintaining our core commitment to student success and access to a university degree.

The budget outlook has led the CSU Office of the Chancellor to implement new standards as well in respect to proposals for new degree programs. CSU campuses are being urged to look regionally at curriculum and avoid creating duplicative degrees on multiple campuses.

In addition, beginning in spring 2012, the only new degree programs approved by the Board of Trustees for projection on the CSU Academic Master Plan are ones that are offered through self-support and are of an applied nature.

Accordingly, the following guidelines on curriculum and academic programs will be implemented effective fall 2012.

- No new academic programs (major, minor, option, certificate, credential) will be approved by any curriculum committee unless it can be demonstrated, through data and statistics, that the proposed program meets an identifiable economic need in the state and the region that is currently not being met by existing CSU programs in the LA basin.
- Revisions to existing courses or academic programs will only be considered in the following situations: reducing high unit majors; streamlining degree programs by reducing options, concentrations, emphases, and tracks; complying with accreditation standards; modifying degree requirements so that an undergraduate major can be deemed “similar” to the STAR Act (SB 1440) Transfer Model Curriculum; transforming an existing course to meet a demonstrated need for a particular skill (e.g., modifying an existing GE Capstone to make it a Writing Intensive Capstone); discontinuance of outdated curricula; or correcting errors.
- New courses in an academic program may only be added when they replace outdated courses.

Thank you all for your commitment to student success.