CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

**ACADEMIC SENATE**

**ACADEMIC PROGRAMS COMMITTEE**

**REPORT TO**

**THE ACADEMIC SENATE**

**AP-001-189**

**Update to Definitions and Guidelines for Degree Programs for the Semester
Model**

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| **Academic Programs Committee** | **Date: 11/26/2018** |
| **Executive Committee**<br>**Received and Forwarded** | **Date: 11/28/2018** |
| **Academic Senate** | **Date: 12/05/2018**<br>**First Reading** |

BACKGROUND:  The Chancellor's Office revised EO 1071 in January of 2017, and the revised executive order states that "To ensure valid reporting to the National Center for Education Statistics through the Integrated Postsecondary Education Data System, an option, concentration, or special emphasis (or similar subprogram) must constitute less than one half of the units required in the major program."  The purpose of this revision to the Executive Order is to ensure accurate reporting of how many students are enrolled in different types of academic programs when complying with federal reporting requirements. The Chancellor's Office has directed that all programs be in compliance no later than 2024, or by their next external program review (whichever comes first).

According to data compiled by the Office of Academic Programs, 30 undergraduate programs/options, in 5 Colleges are not in compliance, as well as 17 graduate programs/options in 5 Colleges.  Implementation language appropriate to programs on our campus is thus an urgent priority.

RESOURCES CONSULTED:
Deans
Associate Deans
Department Chairs
Dr. Laura Massa, Associate Vice President for Academic Programs / Accreditation Liaison Officer

DISCUSSION:
A key issue that the Committee took up is what it means for students to have coursework in common.  Sometimes the learning goals common to all options in a major program can be achieved in more than one way.  For instance, if a learning goal is "Ability to select and use appropriate laboratory techniques to investigate problems in the discipline" then there may be multiple laboratory courses that lead to the same learning outcome in slightly different contexts.  Thus, students taking two different courses might still achieve the same learning outcomes, and thus can be accurately described as being in the same type of program when the Chancellor's Office is complying with federal reporting requirements.  The Committee thus concludes that policy should focus not on course titles/numbers but on learning outcomes.

Quantitatively, if courses taken for a specific option must be less than half of the units under the program, then coursework with learning outcomes common to all students in the program must constitute a majority of the units under the program.  These courses can (for undergraduate programs) include General Education courses that are double-counted for major credit, because those GE courses are integral to the major (e.g. a social science program might double-count a statistics course for GE credit and major credit, because statistical analysis is important in social science), but may not include GE courses that do not count toward major requirements.  Although two students taking courses in the same GE categories satisfy the same GE learning outcomes, those courses do not always directly contribute to program learning outcomes.

A final issue considered by the Committee is culminating experience units (whether a graduate thesis, project, or comprehensive exam, or an undergraduate senior project). The Committee agreed that the learning outcomes from a culminating experience are directly connected with the core of a discipline, and thus can be counted as core units (if required for all options within a program).

RECOMMENDATION:
To address the changes associated with EO 1071R, the rules and definitions laid out in 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) shall be superseded by the following:

Edit to point 5a of AS-2465-145:
Whereas AS-2465-145 said, "All degree programs will have a required common set of courses (minimum of 12 units) hereafter called 'core courses,'" the new guideline shall be that:

> All degree programs shall have a common set of specified core courses**, which shall comprise the majority of units in the program. Culminating experience units, when required as part of a program, shall be considered as part of the program core.

Edit to point 1.c of AS-2490-156:
Whereas AS-2490-156 said "The core will contain 6 units or more in order to achieve this purpose; a minimum of 3 units in the core is required," the new guideline shall be that:

> 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. The core courses shall comprise the majority of the units in the degree program.

**Definition of Core Courses:
Whereas core courses were previously defined in AS-2465-145 as "The set of common courses required for all students in a major", the new definition shall be:

> The set of courses that are either required for all options within a major, or achieve the learning outcomes common to all options within a major. It is possible for a group of courses to achieve the same set of learning outcomes, even if not all students are required to complete exactly the same set of core courses. However, all students must be provided equal opportunity to achieve all program learning outcomes. Core courses can include courses that are "double-counted" to satisfy GE and major requirements, but shall not include courses only taken to satisfy GE requirements.

Each course used to satisfy the learning outcomes of the program core 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.

ADDENDA:
EO 1071R
List of affected programs