

PROCEDURE FOR SUBMITTING PROPOSALS FOR NEW GRADUATE MASTERS DEGREE PROGRAMS

This document summarizes the procedures that are available for the development of a new degree program. Figure 1 summarizes the procedure, which is described in more detail below.

I. Feasibility Study:

The department requesting a new program should prepare a Feasibility Study to be (1) approved by the departmental faculty, and (2) submitted to the College Dean. The College Dean, in consultation with the Offices of the Provost, will decide whether the department should proceed to the next stage of developing a full implementation proposal. The Dean will also recommend whether the department should request that the proposal be considered for the Fast-Track Process for new program proposals. Fast-Track programs may be implemented within one year of their initial proposal.

The Feasibility Study should answer three major questions:

1. How does the new program advance the mission of the university?
2. What are the resource implications of the new program for the university?
3. What is the expected demand by potential students and employers for the proposed new program?

The Feasibility Study should address the following:

A. Justification for the Proposed Program

1. Identify the educational need addressed by the proposal and explain how the proposed program meets this need.
2. Explain why this need cannot be addressed by existing campus programs or existing campus programs in partnership with other educational institutions.
3. Demonstrate how the proposed program enhances SJSU's role as Silicon Valley's Metropolitan University.

Note: Please refer to S93-14, "Curricular Priorities," for guidance in preparing this section.

B. Resources Required for the Proposed Program:

1. Identify number of faculty by rank, required to initiate and maintain program over the next five years.
2. Identify number of staff positions by classification, required to initiate and maintain program over the next five years.
3. List lecture and/or laboratory space required to initiate and maintain program over the next five years. Show how this space is currently used and what alternate arrangements, if any, will be made for the current occupants.

4. List library resources required to initiate and maintain the program over the next five years, specified by subject areas, book volume counts, periodical title subscriptions, electronic resources, videos, and other relevant information resources.
5. List equipment or specialized materials required to initiate and maintain program over the next five years.
6. Indicate source(s) of funding for new/additional resources required to support the proposed program, including library resources. If additional resources are not required to initiate and maintain proposed program, explain how this determination was made.

Note: The department should consult with the Offices of the Dean, Graduate Studies, Educational Planning and Resources, and the University Librarian to prepare this section.

II. Full Implementation Proposal:

Upon the Dean's approval, the department should prepare a full program implementation proposal following the format below. The proposal must be approved by the college curriculum committee before it is submitted to the Graduate Studies Committee for review at the university level. After the proposal is reviewed and approved by the Graduate Studies and Research Committee, it is forwarded to the University Curriculum and Research Committee for review. The Provost and the President are the final stage of approval before the proposal is submitted to the CSU's Office of the Chancellor for review and approval in the academic year preceding the projected implementation of the proposed program. Note: Fast track programs may be implemented within one year of their initial proposal.

A. Definition of the Proposed Program

1. Name the department submitting the request, the full and exact designation (degree terminology) for the proposed degree major program, and academic year of intended implementation.
2. Name the department that would offer the proposed program. Identify the unit that would have primary responsibility.
3. Identify by name, title, and rank the individual(s) primarily responsible for drafting the proposed program.
4. State objectives of the proposed program.
5. Submit a program curriculum. List all courses by catalog number, title, and units of credit specifically required for the program. List all courses included as "in support of the program," or "prerequisite to the program." Identify those new courses that are 1) needed to initiate the program, and 2) needed during the first two years after implementation. Include proposed catalog descriptions of all new courses.

List elective courses by catalog number, title, and units of credit, that could be used to satisfy requirements for the program. Identify new courses that are 1) needed to initiate the program, and 2) needed during the first two years after implementation.

Note: With regard to Section A.5, a proposed program should take advantage of courses already offered in other departments when subject matter would otherwise overlap or duplicate existing course content.

6. List library resources required to initiate and maintain the program over the next five years, specified by subject areas, book volume counts, periodical title subscriptions, electronic resources, videos, and other relevant information resources.
7. List equipment or specialized materials required to initiate and maintain program over the next five years.
8. Indicate source(s) of funding for new/additional resources required to support the proposed program, including library resources. If additional resources are not required to initiate and maintain proposed program, explain how this determination was made.
9. Determine the effect this program would have on existing courses and curricula?
 - a. When and how often will new courses and/or new sections be offered?
 - b. How will the content and/or frequency of offering other courses be affected?
 - c. What is the anticipated enrollment in proposed new course(s)? Explain how these numbers were derived.
 - d. How will enrollment in other courses be affected? Explain how this conclusion was determined.
 - e. If a course has been offered previously as an experimental or special topics course, give details of experience including number of times taught, enrollment, outcomes assessment, and course evaluation(s).
10. Consider whether students, if advised appropriately, would be able to graduate in a timely manner given the scheduling of new and existing courses.
11. Explain in detail if any formal options, concentrations, or special emphases are planned under the proposed major program,.
12. Identify criteria for admission and retention of students. Include course prerequisites.
13. Explain special characteristics of the proposed program, *e.g.*, terminology, units of credit required, types of course work, etc.
14. Make provisions for meeting accreditation requirements, where applicable; include an anticipated date of accreditation request.

Note: Where applicable, establishment of a master's degree program should be preceded by national professional accreditation of the corresponding bachelor's degree program.

B. Justification for the Proposed Program

Insert Justification Section from Feasibility Study here and answer the following:

1. List other CSU campuses currently offering or projecting the proposed program. List of neighboring institutions, public and private, currently offering the proposed program. List of public institutions currently offering distance learning or off-campus versions of the proposed programs in the local region.
2. Identify differences between the proposed programs and those listed in Section B.1.
3. List other curricula currently offered by the campus that are closely related to the proposed program.
4. Present 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. Justify any discrepancies between national/statewide/professional manpower surveys and local findings.
5. Provide information on the number of declared undergraduate majors and the degree production over the preceding three years *for* the corresponding baccalaureate program, if applicable.
6. State professional uses of the proposed program.
7. Estimate the expected number of majors in the year of initiation and three years and five years thereafter. Include the expected number of graduates in the year of initiation and three years and five years thereafter.

Note: Programs will be subject to program review evaluation within five years after implementation.

C. Existing Support Resources for the Proposed Program

1. Insert Resource Section *from* the Feasibility Study.
2. List 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 program.

D. Additional Support Resources Required

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. The department should consult with the Offices of the Dean, Curriculum and Assessment, Graduate Studies and Research, Educational Planning and Resources, and the University Librarian during preparation of this section. Insert relevant information listed in Resource Section in Feasibility Study, if applicable.

1. Complete Table I. Enrollment and faculty positions should be shown for all discipline categories that will increase and/or decrease because of the new program. If faculty positions are to be transferred into the program from other areas, the reductions in faculty positions should be shown in the appropriate discipline category or categories.
2. Identify special characteristics of the additional faculty or staff support positions needed to implement the proposed program.
3. Estimate the amount of additional lecture and/or laboratory space required to initiate and sustain the program over the next five years. Indicate additional special facilities that will be required. If the space is under construction, provide 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.
4. Indicate additional library resources needed and the commitment of the campus to purchase or borrow these additional resources through interlibrary loan and other document delivery methods.
5. Identify additional equipment or specialized materials that will be needed to implement the program through the first two years after initiation. Indicate the source of funds and priority to secure these resource needs.

E. Consultation with other departments or units

1. List departments, names of individuals, and dates consulted.
2. Summarize results of consultations.

F. Program Evaluation and Student Outcomes Assessment

Provide narrative of the department plan to evaluate program effectiveness at three and five year periods. Include a unit plan for determining whether students are achieving desired learning competencies of the program.

G. Abstract of the Proposal and Proposed Catalog Description

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

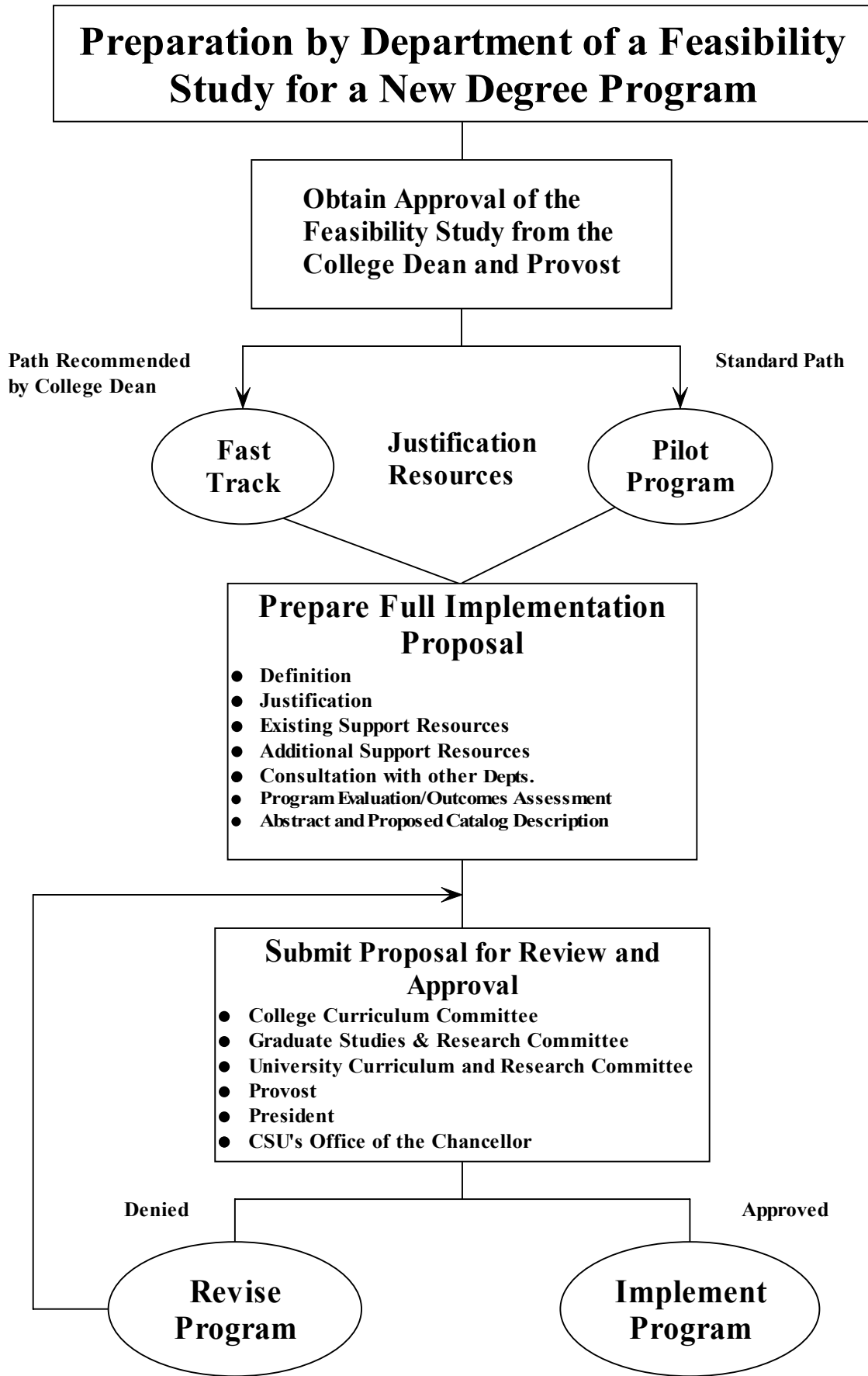


Figure 1. Flow Diagram of the Procedure for Development of a New Degree Program

Table 1. Enrollment and faculty positions for all discipline categories that will increase and/or decrease as a result of the new degree program.

	Year of Initiation				Three Years Thereafter				Five Years Thereafter			
	Without the Program		With the Program		Without the Program		With the Program		Without the Program		With the Program	
	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF
DISCIPLINE DIVISION	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF	FTEF
Agriculture and Natural Resources												
Architecture & Environmental Design												
Area Studies												
Biological Sciences												
Business & Management												
Communications												
Computer & Information Sciences												
Education												
Engineering												
Fine & Applied Arts												
Foreign Languages												
Health Professions												
Home Economics												
Letters												
Library												
Mathematics												
Military Science												
Physical Sciences												
Psychology												
Public Affairs & Services												
Social Sciences												
Interdisciplinary Studies												
CAMPUS TOTAL												