DATE: September 11, 2013
To: Budget and Long Range Planning Committee
From: Wayne Veres
      Dean, Library
Subject: Library Comments for the A form for Bachelor of Science in Speech-Language Pathology

Thank you for the opportunity to provide additional comments for the A-form, Bachelor of Science in Speech-Language Pathology. The California State University at San Marcos (CSUSM) Library supports approximately 12,000 (headcount) students as well as faculty and staff at CSUSM. The Library is typically open about 72 hours a week, with extended hours during final week.

Basic information about the library’s collections and services is in the table below.

<table>
<thead>
<tr>
<th>Library holdings</th>
<th><a href="http://biblio.csusm.edu/external/about-the-library/collection-overview">http://biblio.csusm.edu/external/about-the-library/collection-overview</a></th>
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</thead>
<tbody>
<tr>
<td>Circulation</td>
<td><a href="http://biblio.csusm.edu/external/policies/books-962526-media-borrowing-policies">http://biblio.csusm.edu/external/policies/books-962526-media-borrowing-policies</a></td>
</tr>
<tr>
<td>Inter-library loan services</td>
<td><a href="https://illiad.csusm.edu/login/index.aspx">https://illiad.csusm.edu/login/index.aspx</a></td>
</tr>
<tr>
<td>Reference/research help</td>
<td><a href="http://biblio.csusm.edu/research_portal/ask-a-librarian">http://biblio.csusm.edu/research_portal/ask-a-librarian</a></td>
</tr>
<tr>
<td>Information Literacy Program</td>
<td><a href="http://biblio.csusm.edu/about/departments/337/info">http://biblio.csusm.edu/about/departments/337/info</a></td>
</tr>
</tbody>
</table>

The following reviews the current capacity and describes probable needs of the CSUSM Library to support a proposed Bachelor's of Science in Speech-Language Pathology (SLP) program. Yvonne Meulemans, currently the Psychology/Human Development/Kinesiology/Nursing/Social Work Librarian has reviewed the program proposal.

Collections
Collections relevant to the proposed program would be housed with the CSUSM Library. CSUSM has no satellite libraries on campus. The CSUSM Library currently has monographs and journals to support...
undergraduate programs in human development, kinesiology, nursing, and psychology. These materials appear to also be relevant to significant aspects of the SLP program. A review of collections using topics in SLP reveal that there are few journals and books in the Library’s collections, which is surprising given there is an existing master’s program in the field. The program proposal states that: “It is anticipated that one cohort of 50 students per AY will be accepted, and two cohorts running simultaneously after the first year.” While this is a relatively small number of students and the Library does have strong inter-library loan/resource sharing services, some increase to the monograph acquisitions would be needed in order to ensure a substantive collection is immediately available to students and faculty. The library does subscribe to the major databases used by students and faculty in an SLP program; however, ComDisDome is a database that the library does not currently own. This particular database is the top database for people in the Communicative Sciences & Disorders and the Speech, Language & Pathology fields. In order to better serve our SLP students, ComDisDome database will need to be purchased. More information about this database is available at: http://www.csa.com/factsheets/cdd-set-c.php An annual cost for this database is $2428.

Faculty may, at any time, contact the librarian assigned to the SLP program regarding suggestions for acquisitions to the collection. Further, reports, assessment, and other analysis of library collections in all subjects are done in response to program review, by the librarian liaison.

**Reference and instruction by subject specialist librarians**

An SLP program bears some topical overlap to human development, kinesiology, nursing and psychology. Currently, there is one librarian who is the subject specialist for the School of Nursing, Psychology, Human Development, and Kinesiology. This librarian will also be the specialist for the Child and Adolescent program when it’s implemented. Given this portfolio of subjects, this librarian would serve as the primary liaison to the SLP program.

This same librarian has done online, in-class instruction to students in the aforementioned fields and would also do so, as part of the liaison responsibilities to the SLP program. Statistics regarding number of sessions, students, and duration of instruction are kept for all librarian-led instruction. This librarian also has provided instruction and reference/research help to students in distance education programs. However, as distance education efforts increase, so would there be an increase in library materials and staffing in order to fully support this aspect of student support.

Librarians at CSUSM provide input throughout the development of curriculum and have participated in other department/programs efforts in strategic planning and technology planning.

The Library looks forward to continuing collaboration with those working on the proposed SLP program and is happy to provide further information.

It is essential that the Library begins discussions with the program proposers early in the P-form formation process to ensure that students and faculty have sufficient Library resources. Please contact the Dean of the Library upon the completion of this A-form in order to begin this planning process.

cc: Regina Eisenbach
Toni Olivas
Yvonne Meulemans
Hi Regina, My only comment is that, as we grow programs in EL, we need to work with EL to ensure their business processes are designed to mirror our business processes for state supported matriculated students or at least to provide common data fields so that we can run the types of analyses and reporting we do for state students. This is particularly important as the state and federal government look more closely at programs delivered across state lines (online or hybrid) and at outcomes measurement (persistence, completions, diversity) for institutions receiving federal institutional aid. April and her team are working with the EL team and our IP&A team continues to meet and work with them. Your added voice to the importance of this for existing, proposed and future programs is appreciated.

Thanks,
Matt

Matthew J. Ceppi
Associate Vice President for Institutional Planning & Analysis and
Chief of Staff, Office of President Karen S. Haynes
California State University San Marcos
(760) 750-4040
mceppi@csus.edu

Please consider the environment before printing this e-mail

From: Regina Eisenbach <regina@csus.edu>
Date: Friday, July 26, 2013 11:35 AM
To: Adam Shapiro <asapiro@csus.edu>, Janet Powell <jpowell@csus.edu>, Katherine Kantardjieff <kkantard@csus.edu>, Gerardo Gonzalez <ggonz@csus.edu>, Mike Schroder <mschrode@csus.edu>, "Sharon M. Lightner" <slightner@csus.edu>, Wayne Veres <veres@csus.edu>, Lorena Meza <lmeza@csus.edu>, Bridget Blanshan <bbanshan@csus.edu>, Linda Hawk <lhawk@csus.edu>, Gary Cinnamon <cinnamon@csus.edu>, Neal Hoss <nhoss@csus.edu>, Janice Jackson <jjackson@csus.edu>, Matthew Ceppl <mceppi@csus.edu>, Arturo Ocampo <aocampo@csus.edu>, Scott Hagg <shagg@csus.edu>
Cc: Graham Oberem <oberem@csus.edu>, Marcy Boyle <mboyle@csus.edu>, Staci Beavers <sbeavers@csus.edu>, Suzanne Moineau <smoireau@csus.edu>, Bryana Ramos <bramos@csus.edu>, Daphne Killion <dkillion@csus.edu>, Rose Brown <roseb@csus.edu>, Eve McElrath <mcelrath@csus.edu>, Karen Irwin <kirwin@csus.edu>, Lisa Bandong <lbandong@csus.edu>, Lupe Medina <lmedina@csus.edu>, Robin Martens <rmartens@csus.edu>, Linda Collins <lcollins@csus.edu>, Shantel Nilson <snilson@csus.edu>, Gretchen Sampson <gsampson@csus.edu>, Alan Brian <abrian@csus.edu>, Cheryl Moore <chmoore@csus.edu>, Jeanette Espinoza <jeanette@csus.edu>, Candace Bebee <cbebee@csus.edu>, Rosie Peterson <rpeterson@csus.edu>, Donna Lutkus <dlutkus@csus.edu>, Kathleen Corona <kcorona@csus.edu>, Susan O'Connor <soconnor@csus.edu>, Marilyn McWilliams <mmwill@csus.edu>
Subject: A-Form for Review by Key Planning Stakeholders

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Gretchen Sampson

From: Jan Jackson  
Sent: Tuesday, July 30, 2013 9:56 AM  
To: Regina Eisenbach  
Subject: Re: A-Form for Review by Key Planning Stakeholders

Regina, thank you for the review. I fully support this program. Based on the success of the Communicative Sciences Disorders program, I believe there is considerable need for these types of programs. So, I support.

Thanks,

Jan Jackson, Ph.D.  
Vice President, Community Engagement  
California State University San Marcos  
333 S. Twin Oaks Valley Rd.  
San Marcos, CA 92096  
760-750-8708  
jackson@csus.edu  
www.csus.edu/community

From: Regina Eisenbach <regina@csus.edu>  
Date: Fri, 26 Jul 2013 11:35:29 -0700  
To: Adam Shapiro <ashapiro@csus.edu>, Janet Powell <jpowell@csus.edu>, Katherine Kantardjieff <kkantard@csus.edu>, "Gerardo M. Gonzalez" <ggonz@csus.edu>, Mike Schroder <mschrode@csus.edu>, Sharon M. Lightner <slightner@csus.edu>, Wayne Veres <veres@csus.edu>, Lorena Meza <lmeza@csus.edu>, Bridget Blanahan <bblanah@csus.edu>, Linda Hawk <lhawk@csus.edu>, Gary Cinnamon <cinnamon@csus.edu>, Neal Hess <nhess@csus.edu>, Jan Jackson <jjackson@csus.edu>, Matt Ceppi <mceppi@csus.edu>, Arturo Ocampo <ocampo@csus.edu>, Scott Hagg <shagg@csus.edu>  
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I am distributing this form to keep you in the planning loop. In addition, I would appreciate any comments/analysis that you might have relating to this program including, but not limited to, demand for these programs as well as the resources required to implement and deliver them.
Thanks, Regina. The responses provide the information requested.

Graham

*****

Graham Oberem, Ph.D.
Provost & Vice President for Academic Affairs
California State University San Marcos
oberem@csusm.edu
760-750-4054

On Aug 13, 2013, at 2:12 PM, "Regina Eisenbach" <regina@csusm.edu> wrote:

Hello Graham,

Please see Sue's response below and let me know if you have further comments to add so I can include in the file that is posted.

Regards,

Regina

From: Suzanne Moineau <smoineau@csusm.edu>
Date: Friday, August 9, 2013 7:38 AM
To: Regina Eisenbach <regina@csusm.edu>
Subject: Re: A-Form for Review by Key Planning Stakeholders

Hi Regina,

My responses are embedded below in Graham's email.

Thanks,
Sue

Suzanne Moineau, Ph.D., CCC/SLP
Associate Professor
Chair, Department of Speech-Language Pathology
College of Education, Health and Human Services
California State University San Marcos
333 S. Twin Oaks Valley Road
San Marcos, CA 92096
760.750.6506
smoineau@csusm.edu
http://www.casu.edu/el/degreeprograms/csd/index.html
From: Regina Eisenbach <regina@csusm.edu>
Date: Thu, 8 Aug 2013 14:11:28 -0700
To: IITS Administrator <smoineau@csusm.edu>
Subject: FW: A-Form for Review by Key Planning Stakeholders

Hello Sue,

I received the first comment regarding the A form you submitted. Do you have answers to these questions that I can include for BLp's review?

Regards,

Regina

From: Graham Oberem <oberem@csusm.edu>
Date: Thursday, August 8, 2013 1:57 PM
To: Regina Eisenbach <regina@csusm.edu>
Subject: Re: A-Form for Review by Key Planning Stakeholders

Hi Regina,

I have read the SLP A-form and had the following questions:

- The program is described as having "pre-accreditation status with the CAA of ASHA" and they expect to become fully accredited within a couple of years at most. What are the implications of accreditation for the curriculum and resources? Do the proposers know if any changes would be required to secure accreditation?

To address the question related to "implications of accreditation for the curriculum and resources", our curriculum was written explicitly to meet accreditation standards. The pre-accreditation period (which is the first 5 years of the program's operations), requires annual program assessment, reports and reviews where the program assesses their curriculum, resources, etc...to ensure it meets accreditation standards. Based on feedback from the faculty, students, supervisors and other stakeholders, we have made annual changes to enhance our curriculum and ensure our program meets accreditation standards. We have not received any comment from our accreditors regarding need for improvement to meet accreditation standards. There are no implications of accreditation on the proposed program as the curriculum is already up and running and aligned with the accreditation requirements. As for resources, there is an annual accreditation fee of $2,000 and a site visit fee (2014-2015) of $9,200 which are both incorporated into our EL budget. There are additional costs associated with accreditation as it relates to program director/faculty workload and conference attendance which are also worked into the budget. This program has been operational since 2010 and is operating with a modest net profit accounting for all expenses associated with accreditation. We have received five reviews from our accreditors to date and all have been exceedingly positive. We also meet with live with our accrediting agency annually at the national conference and we have ever reason to believe that we will be successful with our Initial Accreditation. Feedback has been constructive with requests for minor revisions that are more related to editing and verification of our practices. We do not know of any changes that would be required to secure accreditation as our annual reviews have not suggested any significant changes. We can provide our annual reviews if this would be beneficial to CSUSM reviewers.

- They currently have 2 TT faculty. Would more TT faculty be required for accreditation?

Our accrediting agency requires FT faculty, not tenure track faculty. We have 5 FT faculty members: 2 TT (Sue Moineau and Lori Heisler), 1 FT Clinical Director (Kristen Nahrstedt) and 2 FT lecturers (Deanna Hughes and Alison Scheer-Cohen). While these individuals are not defined as FT yet at CSUSM (this is their first year at 30 units each), they are considered FT by our accrediting standards as they are working 30 units each this AY. If the BS in Speech Language Pathology is approved by the CSU, we anticipate hiring 1-2 TT faculty with additional lecturers (FT or PT) as needed to cover the content. We have laid out our workload requirements to the accrediting agency, demonstrated how our current faculty members are sufficient to cover the curriculum and advising needs while meeting university standards for teaching, scholarship and service excellence, and we have not had any expressed concern that this will not be sufficient to meet accreditation standards. While the standards themselves are clear that faculty need to be FT and not TT, this is a discussion we have had multiple times with our accreditors to ensure that we indeed will be compliant, and the answer has always been 'yes'.

- Are there any lab space or equipment requirements that would be needed for accreditation?

We do not need any lab space or additional equipment. We have a full array of assessment and treatment materials already and our research and 'lab' work are out in the field. We have clearly explained this to our accreditors and have not received any concern as it relates to space.
SDSU had "over 400 applicants this current year." Do we know their specific capacity?

I am unsure what is meant by capacity here, but in the content of the former sentence it seems that this question is related to how many students they accept (?). If that is the question, this varies by year. They typically never go below 25 and never above 40. We ourselves have hundreds of applicants to our own program.

If I was not clear in our A form, our MA program has already been approved by the Chancellor and has been operational for 3 years. We are beginning our 4th year of operations and are growing annually. We have had very positive reviews from our accrediting agency and anticipate receiving initial Accreditation with minimal corrective action, if any at all given the changes that have been made over the past few years. Our program satisfies a very important community need as evidenced by the 100% employment rate within 30 days of graduation of all of our graduates who have gone on the job market (a few from May 2013 have taken the summer off and will begin looking for a job in Fall).

We are very good standing in our pre-accreditation process and every bit of feedback from our accrediting agency is that we are on track for successful initial Accreditation. The pre-accreditation period is a lock-step process to ensure that programs are sustainable and in compliance with the standards.

Thank you for the opportunity to respond to these important questions.
Best,
sue

If the answers to the accreditation questions are not known, it will make review of the A-form difficult.

Graham

--------
Graham Oberem, Ph.D.
Provost & Vice President for Academic Affairs
California State University San Marcos
oberem@csusm.edu
760-750-4054

From: Regina Eisenbach <regina@csusm.edu>
Date: Friday, July 26, 2013 11:35 AM
To: Adam Shapiro <ashapiro@csusm.edu>, Janet Powell <jpowell@csusm.edu>, Katherine Kantardziej <kkantard@csusm.edu>, "Gerardo M. Gonzalez" <ggonz@csusm.edu>, Mike Schroder <mschrode@csusm.edu>, "Sharon M. Lightner" <slightner@csusm.edu>, Wayne Veres <veres@csusm.edu>, Lorena Meza <imeza@csusm.edu>, Bridget Blanshan <bblansha@csusm.edu>, Linda Hawk <lhawk@csusm.edu>, Gary Cinnamon <cinnamon@csusm.edu>, Neal Hoss <nhoss@csusm.edu>, Jan Jackson <jjackson@csusm.edu>, "Matthew J. Ceppi" <mceppi@csusm.edu>, Arturo Ocampo <aocampo@csusm.edu>, Scott Hagg <shagg@csusm.edu>
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Subject: A-Form for Review by Key Planning Stakeholders

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I am distributing this form to keep you in the planning loop. In addition, I would appreciate any comments/analysis that you might have relating to this program including, but not limited to, demand for these programs as well as the resources required to implement and deliver them.

You are not required to respond to this proposal. However, if you decide to do so, please send your feedback to me on or before Friday, August 30. It would be helpful if you could also copy the program originators (Suzanne Moineau) so that she can think about your comments as she prepares the program proposal forms. If you have no comments to forward, I would appreciate if you email me to that effect.

Thank you for your assistance with this important step in our University Academic Master Plan process.

Regards,

Regina

Regina Eisenbach, Ph.D.
Interim Associate Vice President for Academic Affairs
California State University San Marcos
San Marcos, CA 92096-0001
Phone: 760.750.4329
Fax: 760.750.3161
Regina,

The A-Form for SLP looks straight-forward. I don't have major concerns, but I have a couple of questions. Is a 76-unit SLP program typical? Do accreditation requirements (curriculum, faculty, etc.) change with converting to an SLP master's degree.

Best wishes,

Gerardo M. González, Ph.D.
Dean of Graduate Studies and Associate Vice President for Research
California State University San Marcos

From: Regina Eisenbach
Sent: Monday, August 26, 2013 4:55 PM
To: Adam Shapiro; Janet Powell; Katherine Kantardjieff; Gerardo M. Gonzalez; Mike Schroder; Sharon M. Lightner; Wayne Veres; Lorena Meza; Bridget Blanshan; Linda Hawk; Gary Cinnamon; Neal Hoss; Jan Jackson; Matthew J. Ceppi; Arturo Ocampo; Scott Hagg
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Subject: Reminder: A-Form for Review by Key Planning Stakeholders

Dear Colleagues,

Many thanks to those of you who have provided feedback. For those of you who have not, I ask that you get it to me by Friday (Aug. 30) so I can send it along to BLP in a timely manner.

Regards,

Regina

p.s. Please remember to copy Suzanne Moineau on your comments so she can think about them as she prepares the program proposal forms.

Regina Eisenbach, Ph.D.
Interim Associate Vice President for Academic Affairs
California State University San Marcos
333 Twin Oaks Valley Road
San Marcos, CA 92096-0001
Phone: 760.750.4329
Fax: 760.750.3161

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Date: Friday, July 26, 2013 11:35 AM
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*Regina Eisenbach, Ph.D.*
Interim Associate Vice President for Academic Affairs
California State University San Marcos
San Marcos, CA 92096-0001
Phone: 760.750.4329
Fax: 760.750.3161
Hello all,

Great questions. No, a 76-unit program is not typical. It is higher than most, however, the additional units relate specifically to clinical practice. For some reason, other programs have written in exceedingly low units for their clinical practice and are now in the position where most are tacking on high, 'additional' fees to cover the costs to run their clinics. Our students are required to do a minimum of 400 hours of direct practice, and most get more than that. One unit for a student equates to 15 hours of direct instruction. As it stands, that equals 26+ units. Our clinical program is 20 units. We need these units as we do not run a fee-based on-campus clinic, as all other programs in the CSU. Those fee-based clinics defray much of the cost associated with this training. Since we have to provide this training and it is costly to hire the supervisors, we had to write in the appropriate number of units to ensure we were sustainable. We could have changed the fee structure for the clinical courses or tacked on additional clinical fees, but we feel it is most appropriate to have the unit load reflect the actual workload of the students. We think it is important to note that we believe this is the equitable thing to do. While other programs tack on fees and they are not reflected in the units the students earn, our students earn more units and this equates to higher salaries for them. Given that they are actually doing the work to earn the additional units, we feel it is essential that they earn those credits.

There are no implications of this change for accreditation other than the degree is more universally recognized as an MS in Speech Path than an MA in Education.

Thank you both!
Best,
sue

Suzanne Moineau, Ph.D., CCC/SLP
Associate Professor
Chair, Department of Speech-Language Pathology
College of Education, Health and Human Services
California State University San Marcos
333 S. Twin Oaks Valley Road
San Marcos, CA 92096
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smoineau@csusm.edu
http://www.csusm.edu/ed/degree programs/csd/index.html

From: "Gerardo M. Gonzalez" <ggonz@csusm.edu>
Date: Wed, 28 Aug 2013 12:55:45 -0700
To: Regina Eisenbach <regina@csusm.edu>
Cc: IITS Administrator <smoineau@csusm.edu>
Subject: RE: Reminder: A-Form for Review by Key Planning Stakeholders

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