

MOVING SELF-SUPPORTED ACADEMIC PROGRAMS TO STATE-SUPPORTED FUNDING

**POLICY AND PROCEDURE
BLP 705-14**

Implemented: 7 / 27 / 2016

Definition: Policy and procedure for the moving of self-supported, for-credit programs to a state supported budget and funding source.

Authority: The President of the University.

Scope: Self-supported, for-credit programs considered for movement to state supported funding.



Karen S. Haynes, President

7 / 27 / 16
Approval Date



Graham Oberem, Provost and VP for Academic Affairs

7 / 6 / 2016
Approval Date

Implemented: 7 / 27 / 2016

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I. Policy

Proposals to convert an authorized self-supported degree program to state-supported funding requires approval from the Chancellor's Office. The campus should propose the change to the Chancellor's Office, specifying the degree program, offering a brief program description and rationale for making the change, and shall include a detailed budget worksheet including cost recovery budget, student fees per unit and total student cost to complete the program, anticipated student enrollment, a campus commitment to provide adequate faculty resources and the anticipated impact on the existing state-supported programs (Executive order 1099, 11.1.2.4.).

II. Procedure

1. Proposals to move self-supported programs to state-supported funding shall be generated by faculty within those programs. Faculty shall work closely with the Dean(s) (or a designee) of the college(s) in which the program is housed and the Dean (or designee) of Extended Learning to fill out all required elements of the S-Form (see pages 5 & 6 of this document). If there are changes to the curriculum, a P2 form should be submitted to the College and University Curriculum Committees.
2. Proposals shall be considered for approval by the Academic Senate after review by the:
 - a. Appropriate College-level budget committee;
 - b. Appropriate College Dean(s) and Extended Learning Dean; and
 - c. Budget & Long-range Planning Committee (BLP).

III. Information to Accompany S-Form

When requesting to Move a program from Extended Learning to State-supported funding, the following information should accompany the required form (S-form; see pages 5 & 6 of this document):

1. Program Description

- a. Campus.
- b. Full and exact degree designation and title (e.g., Master of Science in Genetic Counseling, Bachelor of Arts with a Major in History).
- c. Name, title, and rank of the individual(s) primarily responsible for drafting this proposal.
- d. Term and academic year of self-supported program launch (e.g. Fall 2007).
- e. Total number of units required for graduation. This will include all requirements (and campus-specific graduation requirements), not just major requirements.
- f. Name of the department(s), division, or other unit of the campus that will offer the proposed degree major program. Please identify the unit that will have primary responsibility.
- g. Statement from the appropriate campus administrative authority that the addition of this program supports the campus mission and will not impede the successful operation and growth of existing academic programs.

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- h. Any other campus approval documents that may apply.¹ The campus may submit a copy of the WASC Sub-Change proposal in lieu of this CSU proposal format. If campuses choose to submit the WASC Substantive Change Proposal, they will also be required to submit a program assessment plan using the format found in the CSU program proposal template.
- i. Please specify whether this proposed program is subject to WASC Substantive Change review.²

2. Program Overview and Rationale

- a. Provide a brief description of the program, and rationale for the proposed movement of the program from self-supported to state-supported funding.

3. Student Demand

- a. Historic enrollment in the self-supported program.
- b. Specify the expected number of majors in the year of initiation, and project over five years using the program budget tool. Specify the expected number of graduates in the year of initiation, and three years and five years thereafter.³

4. Existing Costs of Proposed Degree Program Currently Assumed by Extended Learning

Note: This section should be prepared in consultation with Extended Learning (EL). A statement from the responsible administrator(s) should be attached to the proposal assuring that such consultation has taken place.

- a. List faculty who would teach in the program, indicating rank, appointment status, highest degree earned, date and field of highest degree, professional experience, and affiliations with other campus programs. For master's degrees, include faculty publications or curriculum vitae.
- b. Describe facilities used in support of the proposed program, including EL-provided space for faculty.
- c. Describe existing access to library resources, including electronic and physical library and learning resources⁴
- d. Describe academic technology, equipment, and other specialized materials required by the program.⁵
- e. A report on the impact the move will have on EL.

¹ Proposers do not need to supply this item. As the proposal goes through the approval process, memos from committees are obtained. These will be collected and added to the proposal by Academic Programs as a response for this item.

² Generally this refers to a degree offered at a new level (e.g., a doctorate). To be certain that a WASC Substantive Change review is not necessary, contact the Dean of Academic Programs.

³ Contact Academic Programs for assistance in estimating the number of majors and graduates.

⁴ Contact the University Library for this report.

⁵ Contact Instructional and Information Technology Services (IITS) for a report addressing information technology and academic computing resources available to support the program. Programs currently possessing additional equipment and specialized material not addressed in the IITS report should include these here.

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5. Proposed Plan to Assume Costs on State Side

Note: The following items should be prepared in consultation with the campus administrators responsible for faculty staffing and instructional facilities allocation and planning. A statement from the responsible administrator(s) should be attached to the proposal assuring that such consultation has taken place. Program proposers should use the program budget tool.

Attach budget worksheet completed in consultation with the appropriate campus administrators.

- a. Describe the anticipated impact on existing CSUSM campus resources that were funded through self-support (EL). All affected departments offering courses in this program should be addressed here. How will the new state-supported program be offered without negatively impacting the existing state-supported offerings?
- b. How will existing tenure-track faculty and staff resources be funded through existing, reallocated or new state funds?
- c. Describe additional faculty or staff support positions needed to implement the proposed state program.
- d. Space and facilities that will be used in support of the program. The amount of lecture and/or laboratory space required to initiate and to sustain the program over the next five years.⁶
- e. Submit a report provided by the University Library. What library resources, previously funded through EL, (including library instruction, library materials and staff/faculty support) will be needed to sustain the program in a state-support delivery model? Indicate the commitment of the University Library to provide these resources.⁷
- f. Indicate additional academic technology, equipment, or specialized materials that will be (1) needed to implement the program on the state side and (2) needed during the first two years after initiation. Indicate the source of funds and priority to secure these resource needs.⁸
- g. How will existing academic technology, equipment, and other specialized materials be impacted by the program's move to self-state-supported delivery?

⁶ Contact Planning, Design and Construction for assistance in answering questions about space that is under construction or being planned. Indicate whether any external funds are expected to support construction of facilities.

⁷ This should follow directly from the Library report in 4.c.

⁸ Information technology and academic computing needs should follow directly from the IITS report in 4.d. Additional specialized equipment and materials that will be needed should be addressed here.

MOVE PROGRAM FROM SELF- TO STATE-SUPPORT (S-Form)

COLLEGE: CHABSS CoBA CEHHS CSM

TITLE OF PROGRAM

Discipline

This form is the signature sheet for existing programs moving from self-support (Extended Learning) to state-support.

If this move also includes curricular changes, complete a P-2 Form and the accompanying documents.

- Check one: Undergraduate Major or Graduate Degree
 Option/Concentration/Emphasis/Track/Theme
 Minor
 Teaching Credential
 Certificate

Does this proposal impact other disciplines? Yes No If yes, obtain signature(s).

Any objections or concerns should be stated in writing and attached to this form. Please check the box to indicate whether a memo has been attached.

Term and Academic Year of intended implementation (e.g. Fall 2016): _____

_____	_____ Support	_____ Oppose
Discipline #1		
_____	<input type="checkbox"/>	_____
Signature	Date	

_____	_____ Support	_____ Oppose
Discipline #2		
_____	<input type="checkbox"/>	_____
Signature	Date	

_____	_____ Support	_____ Oppose
Discipline #3		
_____	<input type="checkbox"/>	_____
Signature	Date	

_____	_____ Support	_____ Oppose
Discipline #4		
_____	<input type="checkbox"/>	_____
Signature	Date	

_____	_____ Support	_____ Oppose
Discipline #5		
_____	<input type="checkbox"/>	_____
Signature	Date	

S-FORM PREPARATION -- SIGNATURES

1a. _____
Originator (Please print)

Date _____

1b. _____ Date _____
Librarian Liaison for Library Report⁺

1c. _____ Date _____
IITS Liaison for IITS Report⁺

PROGRAM/DEPARTMENT-LEVEL REVIEW

2. _____ Date _____
Program/Department - Director/Chair*

COLLEGE/SCHOOL-LEVEL REVIEW

3. _____ Date _____
College/School Budget Committee*

REVIEW (Signatures must be obtained by proposer)

4a. _____ Date _____
Vice President for Student Affairs*

4b. _____ Date _____
Dean of University Library*

4c. _____ Date _____
Dean of Information and Instructional
Technology Services*

4d. _____ Date _____
Vice President for Finance and Administrative
Services*

4e. _____ Date _____
Dean of Graduate Studies (if applicable)*

COLLEGE/SCHOOL-LEVEL RECOMMENDATION

5a. _____ Date _____
College/School Dean/Director*

5b. _____ Date _____
Extended Learning Dean/Director

UNIVERSITY-LEVEL REVIEW

(May not begin until all signatures numbered 1-5 have been obtained.)

6. _____ Date _____
Budget and Long-Range Planning Committee[^]

FACULTY APPROVAL

7. _____ Date _____
Academic Senate

UNIVERSITY-LEVEL APPROVAL

8. _____ Date _____
Provost

9. _____
Date to Chancellor's Office

+ Please contact the liaisons at the beginning of the process and allow sufficient time for the liaisons to prepare the resource implication report. Upon completion of the report, liaisons will sign.

* May attach a memo on program impact on the unit and the ability of the unit to support it.

[^] Attach a memo summarizing the curricular and/or resource deliberations.