

EXPANDING EXISTING STATESIDE PROGRAMS TO SELF-SUPPORT DELIVERY

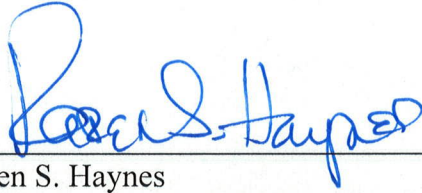
**POLICY
BLP**

Implementation Date: 1/12/2015

Definition: Policy and procedure for the offering of State-supported, for-credit programs by Extended Learning.

Authority: California State Education Code § 89708 and CSU Executive Order 1047.

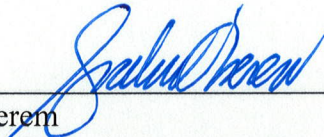
Scope: State-supported, for-credit programs considered for offering by Extended Learning.



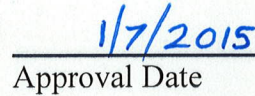
Karen S. Haynes
President



Approval Date



Graham Oberem
Provost and VP for Academic Affairs



Approval Date

Implemented: 1/12/2015

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Rationale: CSU policy does not allow existing state-support programs to be “supplanted” via Extended Learning offerings; however, CSU campuses may offer existing state-supported programs where at least one of the following conditions is met: “i. the courses or program is designed primarily for career enrichment or retraining (Education Code § 89708);] ii. the location of the courses or program offerings is removed from permanent, state-supported campus facilities; [or], iii. the client group for the courses or program receives educational or other services at a cost beyond what could be reasonably provided under state support” (a determination made by the Chancellor’s Office per Executive Order 1047, at <http://www.calstate.edu/eo/EO-1047.html>).

The most recent revision of CSUSM’s policy on “Extended Learning’s Roles and Responsibilities” (signed by President Haynes on June 27, 2012) indicates that CSUSM’s existing for-credit programs can be offered via Extended Learning if “approved by the Dean (or designee) of the College offering the programs, the Dean of Extended Learning (or designee), the CSUSM Academic Senate (via a policy to be developed by the BLP), and the President (or designee).” This proposed policy/procedure is intended to establish standards and procedures by which such a program expansion will be considered by the Academic Senate, once it is proposed by faculty from within a program. The appended template is derived from the P form.

The launching of self-support online versions of existing programs will need to be addressed in a separate policy, yet to be developed.

POLICY:

CSU campuses may offer existing state-supported programs where at least one of the following conditions is met: “i. the courses or program is designed primarily for career enrichment or retraining (Education Code § 89708);] ii. the location of the courses or program offerings is removed from permanent, state-supported campus facilities; [or], iii. the client group for the courses or program receives educational or other services at a cost beyond what could be reasonably provided under state support” (Executive Order 1047, at <http://www.calstate.edu/eo/EO-1047.html>).¹

Procedure:

1. Proposals to expand existing stateside programs to include self-support delivery shall be generated by faculty within those programs. Faculty generating proposals shall work closely with the Dean of Extended Learning (or his/her designee) to fill out all required paperwork. This paperwork shall include any documentation required by the Chancellor’s Office as well as a proposal based upon CSUSM’s approved template.
2. Proposals shall be considered for approval by the Academic Senate after review by the
 - a) appropriate College-level planning committee;
 - b) appropriate College Dean; and
 - c) BLP.

¹ The Chancellor’s Office makes the determination with regard to whether a program has met the requirements set forth in EO 1047.

Template for Stateside Program Expansions to Self-Support

1. Program Identification

- a. Name, title, and rank of the individual(s) primarily responsible for drafting this proposal.
- b. Term and academic year of self-support program launch (e.g. Fall 2007).
- c. Specify how this proposed expansion meets one or more of the E.O. 1047 conditions for self-support delivery.
- d. Identify the unit that will have primary responsibility for offering the self-support program, and all CSUSM programs or Departments that will provide courses as part of the self-support degree or certificate.
- e. Is this program offered in collaboration with any other institutions (for example, in partnership with a community college)?

2. Student Demand

- a. What evidence exists to demonstrate the need to expand the program to a self-support offering-
- b. What community participation, if any, was engaged in the planning process? (This may include prospective employers of graduates.)
- c. What issues of access (i.e., geographic, socioeconomic, scheduling flexibility, etc.) were considered when planning to expand this program to self-support offering?
- d. What is the expected number of majors in the year of initiation and three years and five years thereafter.² What impact on existing campus stateside and EL programs is anticipated (both for the program wishing to expand and other existing programs on campus)?

3. Support Resources for Expanding Programs to a Self-Support Offering

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.

- a. Anticipated impact on existing CSUSM campus resources, including faculty and staff resources. All affected departments offering courses in this program should be addressed here. How will the new self-support program be offered without negatively impacting the existing stateside offerings? Give particular attention to how existing tenure-track faculty resources will be deployed across the existing stateside program and the proposed new off-site program.
- b. Space and facilities that would be used in support of the proposed program expansion. The amount of additional lecture and/or laboratory space required to initiate and to sustain the program over the next five years. Indicate any additional special facilities that will be required.
- c. A report provided by the campus Library.³ What additional library resources (including library instruction, library materials and staff/faculty support) will be needed to expand the program to include a self-support delivery model? Indicate the commitment of the campus either to purchase these resources or to borrow through interlibrary loan or the San Diego Circuit. Note: Student demand figures may be especially helpful in determining database expenses as well as necessary reference or other library faculty/staff support.
- d. How will existing academic technology, equipment, and other specialized materials be impacted by the program's expansion to include a self-support delivery?⁴ What additional academic technology, equipment, staff support, or other specialized materials will be needed to implement the additional delivery model?

4. Budget & Anticipated Revenues from Program Expansion

Include a draft budget prepared by Extended Learning that outlines anticipated program costs, tuition and fees, and distribution of revenues.

² Contact Extended Learning for assistance in estimating the number of majors and graduates.

³ Contact the Library for this report.

⁴ 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.