

**SAN JOSÉ STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSÉ, CA 95192**

**F24-3, University Policy, Organization of the
Academic Planning Process at San José State
University**

Rescinds: S17-11 and S75-14

Legislative History:

On November 4, 2024, the Academic Senate approved University Policy, Organization of the Academic Planning Process at San Jose State University, to rescind University Policies S17-11 and S75-14, presented by Senator Frazier for the Curriculum and Research Committee.

ACTION BY UNIVERSITY PRESIDENT:

Date: November 13, 2024

Signed and approved by: 
**Cynthia Teniente-Matson, President,
San José State University**

University Policy

**Organization of the Academic Planning Process
at San José State University**

Whereas: The policy “Organization of the Program Planning Process at San José State University” ([S17-11](#)) is the campus guiding policy for performance review of existing programs; and

Whereas: The term “program planning” does not represent the full scope of the self-study process, and “academic planning” is deemed to be a more suitable term; and

Whereas: Academic planning represents a process of continuous improvement and reflection in areas not outlined in [S17-11](#), even though these areas were expected to be covered in the department/school self-study (hereafter referred to as Academic Program Plan); and

Whereas: Some of the terminology in [S17-11](#) around committee membership is outdated; and

Whereas: Policy [S75-14](#), which describes the program planning process and the use of “consultants” (external reviewers), contains outdated terminology and does not describe current practice; and

Whereas: The use of external reviewers is documented in the Academic Planning Guidelines; and

Whereas: Academic planning steps and procedures are deemed more appropriate to be documented in the Academic Planning Guidelines, be it therefore

Resolved: that [S17-11](#) and [S75-14](#) be rescinded and the following become university policy.

Approved,

all but Part III.B, C&R: October 21, 2024

Vote: 7-0-0

Present: Marc d’Alarcao, Megan Chang, Stefan Frazier, Marie Haverfield, Melinda Jackson, Scott Shaffer, Cristina Velarde, Hiu-Yung Wong (Chair)

Absent: Sehtej Khehra, Raha Shojaei, Jessica Trask

Approved,

Part III.B, O&G: April 8, 2024
Vote: 6-0-0
Present: Andreopoulos, Baur, Chierichetti, Jochim, Johnson, Wright
Absent: Gambarin, Lee, Long, Muñoz-Muñoz

Workload Impact: The optional college strategy meeting would add one meeting every program cycle (~every 7 years) that will involve the Dean's office and faculty/staff from the relevant department/school.

Financial Impact: None

UNIVERSITY POLICY

Organization of the Academic Planning Process at San José State University

I. Authorization of the Academic Planning Process

San José State University continually monitors, updates, and improves its curriculum through the *academic planning process*. While this process is mandated by a Trustee policy as found in the Chancellor's Memorandum AA 71-32, "Performance Review of Existing Degree Major Programs," SJSU's implementation of the process is also independently authorized, augmented, and supported through this policy.

II. Academic Planning Goals

Academic Planning represents an opportunity for each program's faculty to improve their ability to accomplish goals that attract them to their profession, including educating students, advancing their discipline through research, scholarship, and creative activity, and serving the community. By embracing

rigorous internal and external examination of their program, faculty gain the perspective necessary to adapt to changing conditions, promote department/school health, and provide an excellent quality education for their students.

The four key goals of the Academic Planning process are:

- 1) To promote a continuous internal review and planning process that will provide programs with purposeful future improvement.
- 2) To serve as a vehicle to help programs support the mission of the university, college, and department/school.
- 3) To provide an opportunity for programs to systematically assess their course offerings, achievement of student learning outcomes, student success, retention, and graduation rates, and the faculty and instructional resources necessary for providing an excellent educational experience to students.
- 4) To provide an opportunity for programs to review their activities and how these activities strengthen the program and its goals.

III. Establishment of the Academic Planning Committee and its tasks.

A. Charge:

Implements the academic planning process, including the review of programs, as provided in the academic planning policy and guidelines. Recommends changes in the policy and guidelines and other matters relating to academic planning and review to the Curriculum and Research Committee (C&R).

B. Membership:

The Academic Planning Committee (APC) shall be made up of the following members:

- i. Provost designee (EXO)
- ii. Undergraduate Education designee (EXO)
- iii. Division of Research and Innovation designee (EXO)

- iv. College of Graduate Studies designee (EXO)
- v. Director of Institutional Effectiveness (EXO)
- vi. Two faculty members from each of the represented academic colleges per Senate constitution
- viii. Two members from the General Unit, at least one of whom is a library faculty
- ix. One graduate student
- x. One undergraduate student
- xi. Staff member

C. Recruitment and Appointment of Members: Faculty members (other than ex-officio) shall be appointed for two-year staggered terms. The student members serve a 1-year term. Solicitation of applications to serve on the Academic Planning Committee will be made through the normal Committee on Committees process for the seats designated for faculty and student members. When multiple applications are submitted for a seat, the Executive Committee of the Academic Senate will select individuals to serve. In considering applicants, attention should focus on the person's expertise in areas related to curriculum and academic planning and the need for continuity over time in membership for a portion of the seats.

- i. The committee shall elect its chair from the faculty representatives by majority vote. This may include the addition of a vice chair to balance the workload of this role.
- ii. All members, except as noted, shall be voting members of the committee.
- iii. Members may be replaced for excessive absences or nonperformance according to section 6.12 of University Policy S16-11.

D. Responsibilities of APC:

- i. The APC reports and conveys its recommendations on the Academic Planning Guidelines and process to C&R.
- ii. APC will maintain confidentiality of materials including all information provided to outside accreditation agencies or to outside reviewers, as specified in the Academic Planning Guidelines.
- iii. APC will establish its operating procedures for committee members and for departments/schools undergoing planning as needed.

- iv. APC is responsible for the review of all departmental/school academic plans.
- v. Both C&R and APC can propose changes to the Academic Planning Guidelines. C&R has final approval of these guidelines and conducts a full review at least once every five years.
- vi. Members are expected to know the current guidelines and academic planning policy.

IV. Scope of the Academic Planning Process

Academic Planning includes both state-support and self-support programs. Each department/school will conduct a review of at least the following elements:

- A. Curriculum, including all undergraduate and graduate degree major programs, credential programs, minor programs, GE and services courses, and certificates offered within the department/school, and minor programs outside the department/school required by a major degree program.
- B. Student success services and initiatives.
- C. Instructional and administrative staffing.
- D. Research, Scholarship, and Creative Activities (RSCA).

V. The Process for Academic Planning

- A. For all steps of the academic planning process, all departments/schools, whether their programs are accredited or not, will follow the Academic Planning Guidelines and Academic Program Assessment Guidelines (available through Academic Innovation and Institutional Effectiveness, AIIE), with all academic programs within one department/school participating in the same cycle, except under extraordinary circumstances as determined by the APC.
- B. Departments/schools with programs that are not subject to external accreditation will participate in academic planning every seven years. Departments/schools with accredited programs will participate in academic planning within a year after the completion of an accreditation review; any report generated by the accreditation review shall be included in the academic

planning process. The APC will contact departments/schools with program accreditation cycles of eight years or more to receive an update on progress and determine the next steps.

- C. The reflection and planning phase of the process shall take no longer than four semesters to complete and will be organized by the office designated by the Provost.
- D. Reviews by external accreditation agencies are considered the equivalent of an external reviewer evaluation, provided that such reviews address all criteria of the Academic Planning Guidelines. The APC will make the final decision as to whether the criteria of the guidelines are met.