

S94-2 ORGANIZATION OF THE PROGRAM PLANNING PROCESS AT SAN JOSE STATE UNIVERSITY

Legislative History:

At its meeting of April 4, 1994, the Academic Senate approved the following Policy Recommendation presented by Kenneth Peter for the Curriculum and Research Committee.

Amended by S96-10.

ACTION BY THE UNIVERSITY PRESIDENT:

S94-2 Adopted as University Policy. Signed J. Handel Evans, April 12, 1994.

S96-10 Approved as University Policy. Signed Robert Caret, May 30, 1996.

Whereas, The current Program Planning process at SJSU is not the product of a policy approved by the Academic Senate; and

Whereas, The University Curriculum and Research Committee and its operating committees have, as a matter of tradition, participated in the Program Planning process; this participation has included placing faculty liaisons in each program undergoing the process, preparing summary reports of each program plan, and assuring that each program plan is complete and of high quality; and

Whereas, Committees acting on behalf of the Academic Senate ought to have the legitimacy of their actions ensured by University Policy approved by the Academic Senate; therefore, be it

Resolved, That the following document, "Organization of the Program Planning Process at San José State University," be adopted as policy effective immediately.

ORGANIZATION OF THE PROGRAM PLANNING PROCESS

AT SAN JOSE STATE UNIVERSITY

I. Authorization of Program Planning

San José State University continually monitors, updates, and improves its curriculum through the *program planning process*. While this process is mandated, in part, by Resolution REP 71-07 of the CSU Board of Trustees ("Performance Review of Existing Degree Major Programs"), this process is also independently authorized and supported through this policy of San José State University.

II. Responsibility for Program Planning

The Provost shall have final responsibility for the program planning process. The Academic Senate and its committees shall monitor the process so as to advise the Provost on appropriate actions to assure its quality and fairness. The faculty of each program under review shall bear the primary responsibility for implementing program planning.

III. Purpose of Program Planning

Program planning represents an opportunity for each program's faculty to improve their ability to accomplish those goals which attract them to their profession: educating students, advancing their discipline, and serving the community. By embracing rigorous internal and external examination of their program, faculty gain the perspective necessary to adapt to changing conditions and to maintain the highest possible standards within their discipline.

IV. Programs to be included in the Program Planning Process

The following programs shall periodically undergo the program planning process:

- A. All undergraduate and graduate degree major programs.
- B. Minor programs associated with a program that offers a degree major; these will be reviewed in conjunction with the degree major program.
- C. Minor programs from separate academic units (e.g., a department that offers only a minor and no major).

V. Academic Senate Participation in Program Planning

A. The Curriculum and Research Committee (the committee CRC) and the Program Planning Committee (PPC) represents the Academic Senate in the program planning process. The committee PPC must judge whether the review process was conducted in accordance with the published Program Planning Guidelines, and whether the plan represents a reasonable effort to meet the future needs of the students, faculty and community. After its own review of each program plan, the committee PPC may recommend several actions to the Provost:

- Accept the plan without modification.
- Provisionally accept the plan with suggestions for improvement and/or requests for additional information
- Reject the plan for explicit reasons.
- Initiate a program termination review for explicit reasons.

B. If the recommendation is to accept the plan or provisionally to accept the plan, the PPC shall make its recommendation directly to the Provost, with an information copy to the CRC. If any other recommendation is proposed, the PPC shall first present its recommendation to the CRC. After due consideration of all written material considered by the PPC and of any new material presented to the

CRC, the CRC shall forward the recommendation of the PPC to the Provost with the CRC's report endorsing or modifying the PPC's recommendation. Before a CRC report is forwarded to the Provost, the PPC chair, designated PPC liaison, and a representative of the program shall be invited to attend a CRC meeting to discuss its proposed report.

VI. Facilitation of Academic Senate Participation in the Program Planning Process

A. **Provost/PPC COORDINATION.** The Provost conveys to the committee all the information to which it is entitled under this policy. The committee supplies its recommendations (as provided above) either directly to the AVP or via the CRC. The AVP conveys all recommendations to the program under review.

B. **INFORMATION.** The PPC shall receive copies of all relevant program planning documents and information, including all information provided to outside accreditation agencies or to outside reviewers, as specified in the *Program Planning Guidelines*. The committee will take care to safeguard confidential materials.

C. **LIAISONS.** The PPC may appoint one or more liaisons to observe each program planning process. These liaisons act on behalf of the committee and shall be invited to all relevant meetings (e.g., exit interviews, college committee deliberations).

D. **PROGRAM PLANNING GUIDELINES.** In assessing the quality of each program plan, the CRC and PPC will use standards established in the *Program Planning Guidelines*. The University's "Statement of Curricular Priorities" will be incorporated into the guidelines. The committees shall be consulted when these guidelines are modified.

E. **OUTSIDE ACCREDITATION.** Reviews by external accreditation agencies are considered a *de facto* program plan, provided that such reviews address all criteria of the program planning guidelines. A supplement to an accreditation report addressing those concerns of the University not covered by the outside accreditation process is required.

F. **DELEGATION OF AUTHORITY.** The CRC and PPC may consult with other operating committees reporting to the CRC when evaluating program plans.