

**CSU DEGREE PROPOSAL  
Faculty Checklist**

**Please confirm (✓) that the following are included in the degree proposal:**

\_\_\_\_\_ **The total number of units required for graduation is specified (not just the total for the major):**

\_\_\_\_\_ the proposed bachelor's program requires no fewer and no more than 120 units

\_\_\_\_\_ proposed bachelor's degree programs with requirements exceeding 120 units have provided a justification for the excess units

\_\_\_\_\_ **Please specify the total number of prerequisite units required but not included in the required units total (above).**

**List of courses and unit counts that are prerequisite to the major:**

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\_\_\_\_\_ **Title 5 minimum requirements for bachelor's degree proposal have been met, including:**

\_\_\_\_\_ minimum number of units in major (BA 24 semester units), (BS 36 semester units)

\_\_\_\_\_ minimum number of units in upper-division (BA 12 semester units), (BS 18 semester units)

\_\_\_\_\_ **Title 5 requirements for proposed master's degree have been met, including.**

\_\_\_\_\_ minimum of 30 semester units of approved graduate work are required

\_\_\_\_\_ no more than 50% of required units are organized primarily for undergraduate students

\_\_\_\_\_ maximum of 6 semester units are allowed for thesis or project

\_\_\_\_\_ Title 5 requirements for master's degree culminating experience are clearly explained.

\_\_\_\_\_ for graduate programs, at least five-full time faculty with terminal degrees in appropriate disciplines are on staff.

**For self-support programs:**

- \_\_\_\_\_ all EO 1047 requirements are met
- \_\_\_\_\_ the proposed program does not replace existing state-support courses or programs
- \_\_\_\_\_ a program budget is included
- \_\_\_\_\_ cost to students are specified, by term and for total program cost

**Please identify proposal page numbers where CPEC review criteria appear:**

**Student demand**

This can be demonstrated with surveys of student intention to enroll in the program. Include current and projected enrollments of related existing programs at the proposing campus or feeder institutions.

**Societal Needs**

The proposal should establish that there will be sufficient employment opportunities for graduates of the proposed program. Workforce demand projections can be helpful in establishing the balance between graduates and employment opportunities. Individual letters (not multiple versions of the same form letter) from regional employers are helpful, as well. Workforce data are available at: [http://www.calstate.edu/app/workforce\\_data.shtml](http://www.calstate.edu/app/workforce_data.shtml)

**Appropriateness to Institutional and Segmental Mission**

Describe how the proposed degree program fits with the campus, school/college, and departmental missions.

**Number of Existing and Proposed Programs in the Field**

Demonstrate how the proposed program differs from or is similar to existing programs in the state.

**Total Costs for the Program**

Are there sufficient funds available to support the resources that are required in order to initiate and maintain the program, including: the number of new faculty required; equipment; library resources; and classroom, office, and laboratory facilities. Identify the source of the funds required to support the program, both initially and in the long run.

**Maintenance and Improvement of Quality**

Submit formal assessment plans that address program goals and student learning outcomes. Goals should be measurable; plans should be manageable, and data should be meaningful. Goals should be related to institutional and program mission, and to the curriculum. See the CSU assessment site for further information: <http://www.calstate.edu/acadaff/sloa/index.shtml>

**Advancement of Knowledge**

Describe how the program will contribute to the growth and development of intellectual and creative scholarship.

*Thank you!*