

**IN-DEPTH REVIEW
Fiscal Year 2007/2008**

| |
|---------------------|
| Introduction |
|---------------------|

Department Name:

823 - Academic Programs and Planning Office

Department Employee Titles and FTE:

Dr Stephen R Lefevre, AVP Academic Programs and Planning - 1.0 FTE

Kathy Musashi, Coordinator/Analyst Academic Programs and Planning Office – 1.0 FTE

Department Goals and Objectives:

The Academic Programs and Planning Office has responsibility, working closely with University faculty and administrators, for developing and updating the campus academic master plan. The office facilitates the development and approval of new degrees, programs, and credentials, and coordinates academic planning with those offices engaged in enrollment management, assessment, and physical space planning. We coordinate the activities of the Academic Planning Committee (APC), which is co-chaired with the faculty chair of the Curriculum Committee, and direct the approval of the academic plan with the Senate, the Provost, the University President, and the Chancellor's Office.

Reporting to the Provost, our office interacts with several committees of the Academic Senate, including the Curriculum Committee and the General Education committee on the review of new courses and modifications of degree requirements. Kathy Musashi arranges and participates in all Curriculum Committee meetings, tracks all course and program revisions, enters final documents in PeopleSoft catalog and maintains the historic files for Curriculum. The office assists the chairs of the academic programs areas and the Dean of Faculty with relations with community colleges and schools on issues of articulation, course transfer, lower-division transfer patterns (LDTP), and facilitating degree completion.

With the Chief Assessment Officer of Academic Affairs, we direct the work of the Program Assessment and Review Committee (PARC). PARC is composed of the faculty assessment coordinators in each major. PARC coordinates the annual assessment activities of each program area and is responsible for overseeing the program review process. The office has specific responsibility for coordinating program review, including coordinating development of data packs with Institutional Research, coordinating external site visits, and providing annual documentation of program review to the Chancellor's Office.

Our office is responsible for the University Catalog. Our office coordinates the work of the Catalog Production Team, which has representatives from across the University, and funds the production of the print catalog version and coordinates the development of the on-line catalog with Web Services. Our office also develops the program flyers and other program materials.

The Academic Programs and Planning Office oversees the CSU Pre-doctoral Program and Chancellor's Doctoral Incentive Program (CDIP). This includes publicizing these two

programs, advising student applicants, coordinating the new on-campus faculty review of applications, and forward applications through the President's Office.

Department History:

The Academic Programs and Planning Office was created in July 2006 to handle the workload above.

| |
|-------------------------|
| Responsibilities |
|-------------------------|

What are the current responsibilities/services provided by the department?

- Develop and update the Academic Master Plan
- Facilitate proposals for new academic programs and degrees including short and long forms
- Provide annual reporting to the Chancellor's Office on Academic Programs
- Coordinate academic planning with enrollment, assessment and physical space planning
- Oversee and facilitate:
 - Pre-Doctoral Program
 - Chancellor's Doctoral Incentive Program
 - Southern California for Diversity in Graduate Education trip
- Provide administrative support to the Curriculum Committee
- Oversee Program Review (Process and Budget)
- Edit and produce the University Catalog and program flyers
- Facilitate relations between CSUCI and Community Colleges
- Facilitate Community/CSUCI relations on Academic Program
- Oversee Lower Division Transfer Pattern initiative
- Oversee Facilitating Graduation Initiative
-

Starting in January 2008, will:

- Oversee CSUCI liaison with Channel Islands Harbor Foundation and the Boating Instruction and Safety Center
- Serve on the University Glen Board
- Manage the four-year Title V Grant with Oxnard College on increasing student transfer.

What responsibilities/services is the department not providing and why?

In the future, we anticipate that proposed programs will receive greater external scrutiny and thereby proposals will require greater justification, enrollment analysis, and subject matter expertise. WASC's recent policy that new degrees should be advanced as Substantive Change Proposals is symptomatic of this change. Therefore Academic Programs should focus increasingly on effective program development. It will be better able to do so with additional staffing. We also could have better control over curriculum and catalog documents, and make our website more timely. And we should be taking administrative workload off faculty in assessment and program review, as well.

How do you know that the department is effective in providing these services?

The Office receives favorable comments about its contribution to University planning and the catalog. It is developing a survey questionnaire that will be distributed in Spring to staff and faculty to learn more about how the Office is performing and what it can do to improve.

Are there less costly ways to provide these same services? If so, please describe them.

No. The office is run efficiently and we're becoming more efficient as we learn about effective processes at other campuses. We have been fortunate to have had two talented student workers in sequence who have assisted with our heavy filing, correspondence, and data entry requirements.

If there are resource needs for the department to be successful beyond what is currently being done, what are those needs, and what are your plans to meet those needs?

For the past two years, the Office has asked for funding to support an ASC II staff support position, which would focus on Curriculum Committee support, new Program Review responsibilities, and the University Catalog. This position would allow the Office to use Kathy Musashi's time more effectively at the program and analysis level. We continue to make that request in 2008-9.

As the University grows, the size of University Catalog increases and the number of print copies needed increases. Yet our Catalog budget hasn't increased to keep pace since the office was created two years ago. We have asked for an increase in 2008 to serve our larger student body, staff, and the number of high schools and colleges who want our materials.

| |
|-----------------------|
| Campus Benefit |
|-----------------------|

How do the departmental goals/objectives support to the mission of the university?

The Office supports the University mission is by ensuring that the goals of internationalism, multiculturalism, service learning, and interdisciplinarity are integrated into new majors as they are developed and modified. Our curriculum and degree requirements are in many respects the ballast that anchors our campus. They shape what is being delivered in the classroom and against which we assess our educational effectiveness. So the Office of Academic Programs is important in reinforcing that the pillars of our mission are prominent in majors.

The Office also is heavily involved in many CSU initiatives. The Office coordinated the Facilitating Graduation initiative which seeks to increase student retention and graduation rates by removing barriers to student progress. It also supports the Lower Division Transfer Program project, which seeks to increase the number of community college transfers who are prepared in their majors.

What would happen if this department did not exist?

If the department did not exist, several key planning and reporting requirements would have to be taken on by other units within Academic Affairs. Academic planning, for instance, would have to be undertaken by the Provost's Office, Institutional Research, or a similar unit.

Curriculum coordination would become the responsibility of the faculty on the Curriculum Committee or go elsewhere. Program review would become the responsibility of the Director of Assessment, or other office. In short, probably one or more Academic Affairs units would need to expand to assume these duties.

In similar fashion, other offices within Academic Affairs would take on responsibility for catalog development and program flyer updates. And reporting and monitoring of academic programs, expected as part of routine interaction with the Chancellor's Office, would move to other units in the division.

| |
|---------------------------------|
| UPACC Strategic Priority |
|---------------------------------|

How did the department address the current year's Strategic Priorities?

Reviewing the four Instructional Priorities in the 2007 Strategic Plan, it is enlightening to find that the Office of Academic Programs played a key role in three of them: balancing new and existing programs, program review and facilitating graduation. And it had major responsibilities on the fourth priority – WASC.

For instance, regarding balancing new and existing programs, the Office is responsible for developing new majors and phasing in their implementation to achieve a balance in academic major and to meet enrollment targets. Currently the Office is working with the Dean on a report for Enrollment Management on setting multi-year enrollment targets by major.

Regarding program review, the Office drafted and coordinated approval of the Guidelines for Program Review, and this year oversees the work of the four programs undergoing the first round of reviews.

And finally, regarding facilitating graduation, the AVP for Academic Programs sits on Enrollment Management and Student Success, which in 2007-08 focusing efforts on student retention. Additionally, the AVP visited seven CSU campuses over the past year and a half as a member of Facilitating Graduation system wide site visiting teams.

How does the department intend to address the up-coming year's Strategic Priorities?

The 2008 strategic priorities focus on balancing three key elements in the University's success: hitting enrollment targets, having physical facilities ready to accommodate growth, and hiring quality faculty and support staff. Effective academic planning is essential to integrating these three goals. Because the University has an updated academic plan in place, it is able to set meaningful FTES targets. The Office of Academic Planning works closely with Operations, Planning and Construction, Institutional Research, and Enrollment Services. The Office, then, assists in coordinating academic planning with enrollment and construction. Going forward, CSUCI can build classrooms, labs and offices that match program needs and know in which disciplines to hire future faculty.

The point is that in addition to working on the 2007 initiatives, which are really on-going efforts to guarantee student success and maintain quality programs, the Office will help in the central planning of the university through its program development and curriculum efforts.

UPACC Strategic Priority for FY 2008/2009

Highest Priorities

- ✓ Student Retention & Success
- ✓ Tenure/Tenure Track Faculty Hiring
- ✓ Space for Classrooms/ Labs/ Offices/ Recreation and Athletics/Physical Infrastructure