

■ ■

CSU Channel Islands

- [Contact Us](#)
- [A-Z Index](#)
- [Directory](#)

Enter Keywords

- [CI Home](#)
- [Future Students](#)
- [Current Students](#)
- [Parents](#)
- [Visitors & Community](#)
- [Faculty](#)
- [Staff](#)
- [Alumni](#)

Detail of patio tiles and
ironwork

Academic Programs and Planning

Navigation

- [Academic Programs and Planning Home](#)
- [Existing and Planned Degrees](#)
- [Curriculum Committee](#)
- [Academic Planning](#)
- [Academic Program Master Plan](#)
- [University Catalog](#)
- [Lower Division Transfer Pattern \(LDTP\)](#)
- [Facilitating Graduation](#)
- [Program Review & Assessment](#)
- [Program Assessment and Review Committee \(PARC\)](#)
- [Predoctoral Program](#)

- [Chancellor's Doctoral Incentive Program](#)
- [Related Links](#)

Academic Planning

Academic Planning is directed by the Academic Planning Committee (APC) which is comprised of faculty and administrators responsible for updating the campus academic plan on an annual basis. It is charged with:

- Collecting empirical data and information on program needs in the region and the state;
- Identifying emerging fields and degree opportunities that further CSUCI's mission;
- Soliciting input from campus and community constituencies on program priorities;
- Providing cost estimates for new and projected programs
- Coordinating the introduction of state-support and self-support programs by working closely with the Dean of Extended Education
- Providing recommendations on majors, minors, emphases and other programs to the Provost and the Academic Senate;
- Disseminating its findings to the wider campus community.

[Academic Planning Committee Meeting Notes](#)

[Task Force 2005 Report](#)

Composition of the Academic Planning Committee

The Academic Planning Committee is composed of the following members:

Faculty serving on the Curriculum Committee. These faculty will provide continuity and flow of information between those involved in planning and those responsible for reviewing proposals for new majors, minors, and courses.

The AVP for Academic Programs and Planning, the Dean of Extended Education, a designee from the President's Office, the Director of Institutional Research, a faculty representative from the General Education Committee, and a student representative.

Other administrative areas may be asked for information and staff support in order to assist the planning process. The AVP for Academic Programs and Planning will coordinate the activities of the Academic Planning Committee.

Academic Planning Committee Membership for 2009-2010

- Stephen Lefevre, AVP, Academic Programs and Planning, Co-Chair
- Mary Adler, Associate Professor of English, Chair of the GE Committee
- Phil Hampton, Professor of Chemistry
- Gary Berg, Dean of Extended Education
- John-Andrew Morris, Associate Professor of Management
- Nelle Moffett, Director of Institutional Research
- Jose Alamillo, Associate Professor of Chicano/a Studies
- Marilyn Buchanan, Associate Professor of Education
- Amy Wallace, Dean of the Library
- Kathy Musashi, Coordinator of the Office of Academic Programs and Planning
- Janet Rizzoli, Articulation Officer
- Kevin Schaller, Student Representative

Responsibilities of the Academic Planning Committee Shall include:

- Updating the Academic Master Plan
- Developing Timelines for New Degrees, Programs
- Identifying and Developing Timelines for Emphases within Existing Majors and Programs
- Moving Programs from Self-Support to State Support
- Providing Program Information to the Curriculum Committee
- Soliciting Input on New Majors and Programs
- Soliciting Information from Institutional Research (IR) and the Enrollment Management and Student Success Committee (EMSS) on Program Growth

Academic Planning FAQ

How To Process Documents for Academic Planning, including New Degrees, Minors and Amendments to the Academic Master Plan. The Academic Programs and Planning Office will assist you in completing any of these forms. Please contact our office for more information.

1. How do I add a program to the Academic Master Plan?

The Academic Master Plan (AMP) is the primary planning document for all new degrees, whether state support or special sessions, and credentials, minors and certificates. Changes to the AMP are made annually by the Academic Planning Committee, Faculty Senate and President. New items can be added to the AMP by processing the Program Proposal Form, also known as the Short Form, usually each spring. A call for changes will be made by the Academic Programs and Planning Office.

2. What exactly is the Short Form?

The *Program Proposal Form To Amend the Academic Master Plan/Short Form* is used to amend the Academic Master Plan. It is available on the Academic Programs and Planning website. The form must be submitted in the spring proceeding the year of change. The form will be reviewed by the Academic Planning Committee and incorporated into the Academic Master Plan if approved.

3. What is the Long Form?

Program Proposal Form For New Undergraduate Degrees/Credentials (Long Form) details all the requirements and justification for a program. It is prepared by faculty and submitted to the Curriculum Committee. After approval by the Curriculum Committee, the long form is submitted to the Academic Senate, then approved by the Provost and the President of the University.

Approved Long Forms will then be finalized by Academic Programs and Planning Office and will be forwarded to the Chancellor's Office for approval. The long form is submitted in the fall two years prior to an implementation date. Once approved by the Chancellor's Office, implementation is contingent upon University resources.

4. How do I propose a New Minor?

New Minor proposals are submitted on the *Proposal Form to Initiate a New Minor*. The form must be submitted to the Curriculum Committee in the fall preceding the implementation date.

5. What is the WASC Substantive Change Form?

New graduate level degrees are submitted to WASC for approval after they have completed internal review as a new degree. Because of this requirement of WASC approval, new graduate degrees are developed on the WASC Substantive Change Form rather than the campus Long Form. This development process is overseen by the Interim Vice Provost, and assisted by the Academic Programs and Planning Office.

- [CI Home](#)
- [Emergency Preparedness](#)
- [Legal Notice](#)
- [Policies](#)
- [Copyright Infringement](#)
- [Rate This Page](#)

CSU Channel Islands - One University Drive - Camarillo CA 93012 USA - Phone: (805) 437-8400
© 2005-2009 CSU Channel Islands. All rights reserved.