

New Degree

Checklist

This checklist contains all required questions for a new degree program proposal in Curriculog.

| Area | ✓ | Questions / Explanation |
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| A | | Quick access to each area: use the index links or the collapsible sections. |
| | | A1 – select “program” to import the program curriculum to the form. We don’t use the “Share Core” feature. “Share Core” is a set of courses that are shared among some programs across departments. |
| | | A2 - the answer determines the conditional steps on the university level. If this is an elevation of option to a degree, specify in Area F after launch. |
| | | A3 - the proposal form is term specific. New forms are used for each new curriculum cycle. Therefore, expired proposals will be removed, and re-submission is required for new cycle. Consult the Chair and the Associate Dean for the process timeline within your department and college. |
| | | A4 – if this is an interdisciplinary program, select “Interdisciplinary Programs & Courses” under your college. Otherwise, select the owner of the program |
| | | A5 - Enter full and exact degree title. Follow the program naming convention adopted in the Catalog. |
| (Turn on tracking) to check Areas B – E | | |
| B | | B1 - check the applicable. Refer to Area H (toolbox) for information. Attach required document (Area G) |
| | | B2 - look up the reference table for CSU Program Codes in Area H |
| | | B3 - enter N/A if not applicable. Otherwise, refer to the help text right below the field. Best practice: include address and website. |
| | | B4 - if this is a joint program , refer to the help text. If this is not a joint program , enter N/A |
| | | B5 - must be a faculty member. |
| | | B6 - select one. You must consult Dr. Garcia or Dr. Brown for direction ahead of time if this will be a 100% online program. Cal state LA is not an online institution, Face to Face is the default option. |
| | | B7 - check all that apply. Lancaster and Chino are the state correctional facility sites. |
| C | | C1 – refer to the help text. The lookup link is in Area H (toolbox). |
| | | C2 - PLOs. Complete and attach the Assessment Plan Matrix / Curriculum Matrix. The template can be download from Area H (toolbox). |
| D | | D1 – must be catalog ready , refer to the help text. Use bullet points for requirements. Template / Samples are available from UGS upon request. |
| E | | <p>E1 – refer to the detailed instructions in Area H (toolbox), look for the 2nd lightbulb. Must be catalog ready.</p> <ul style="list-style-type: none"> • course bucket: [1] existing course must be imported to show units; [2] are the new course proposals submitted? • indicate the required unit after each core title. Unit counts of each core must add up. • make sure the major core unit count is > the unit count for each option (EO 1071 issue). • list courses in alpha-numeric order for each list • undergraduate degree: group courses by division levels (LD / UD) • directed electives for the core requirement must be similar courses • unacceptable: [1] hidden units, [2] grandchild option, [3] open list of electives |
| F | | <p>F – Rationales can include any or several of the following: purpose and strengths of this new program, program assessment data, advisory or external stakeholder feedback, outside accreditation, USG or external body requirements, professional organization requirements, or any additional justification. Examples of support may include responding to Improve Cal State LA data and goals, discipline advisory boards, and/or professional organization shifts. Be aware that the reviewers for the proposals will be from colleges across campus. The more specific the evidence the easier it will be for reviewers to understand. Check in with Dr. Garcia (3-3833) if this program will be offered online.</p> |

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| G | <p>G1-G5 – refer to the direction. Title of the attachments must reflect the field name. All expired versions of attachment must be removed before the proposal reach the university level for review. Roadmaps must be catalog ready.</p> <p>G7 – specify additional attachments in this field.</p> <p>Double check attachment: are all uploaded? Use the templates?</p> |
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