





Approved,

Part III.B, O&G: April 8, 2024  
Vote: 6-0-0  
Present: Andreopoulos, Baur, Chierichetti, Jochim, Johnson, Wright  
Absent: Gambarin, Lee, Long, Muñoz-Muñoz

Workload Impact: The optional college strategy meeting would add one meeting every program cycle (~every 7 years) that will involve the Dean's office and faculty/staff from the relevant department/school.

Financial Impact: None

## UNIVERSITY POLICY

### Organization of the Academic Planning Process at San José State University

#### I. Authorization of the Academic Planning Process

San José State University continually monitors, updates, and improves its curriculum through the *academic planning process*. While this process is mandated by a Trustee policy as found in the Chancellor's Memorandum AA 71-32, "Performance Review of Existing Degree Major Programs," SJSU's implementation of the process is also independently authorized, augmented, and supported through this policy.

#### II. Academic Planning Goals

Academic Planning represents an opportunity for each program's faculty to improve their ability to accomplish goals that attract them to their profession, including educating students, advancing their discipline through research, scholarship, and creative activity, and serving the community. By embracing

rigorous internal and external examination of their program, faculty gain the perspective necessary to adapt to changing conditions, promote department/school health, and provide an excellent quality education for their students.

The four key goals of the Academic Planning process are:

- 1) To promote a continuous internal review and planning process that will provide programs with purposeful future improvement.
- 2) To serve as a vehicle to help programs support the mission of the university, college, and department/school.
- 3) To provide an opportunity for programs to systematically assess their course offerings, achievement of student learning outcomes, student success, retention, and graduation rates, and the faculty and instructional resources necessary for providing an excellent educational experience to students.
- 4) To provide an opportunity for programs to review their activities and how these activities strengthen the program and its goals.

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- iv. College of Graduate Studies designee (EXO)
- v.

- iv. APC is responsible for the review of all departmental/school academic plans.
- v. Both C&R and APC can propose changes to the Academic Planning Guidelines. C&R has final approval of these guidelines and conducts a full review at least once every five years.
- vi. Members are expected to know the current guidelines and academic planning policy.

IV. Scope of the Academic Planning Process

Academic Planning includes both state-support and self-support programs. Each department/school will conduct a review of at least the following elements:

- A. Curriculum, including all undergraduate and graduate degree major programs, credential programs, minor programs, GE and services courses, and certificates offered within the department/school, and minor programs outside the department/school required by ahin the mac80 outs (ow)16 (i)6 (ng)14 (a)1 oowing 5(ou

planning process. The APC will contact departments/schools with program accreditation cycles of eight years or more to receive an update on progress and determine the next steps.

- C. The reflection and planning phase of the process shall take no longer than four semesters to complete and will be organized by the office designated by the Provost.