

SAN JOSÉ STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSÉ, CA 95192

S17-11

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At its meeting of May 15, 2017, the Academic Senate approved the following policy recommendation presented by Senator Mathur for Curriculum and Research Committee. The program planning process is mandated by Resolution REP 71-07 of the CSU Board of Trustees ("Performance Review of Existing Degree Major Programs"). There are a significant number of inconsistencies and inaccuracies in the current process. The 2015 WASC evaluation included recommendations that are incorporated into the policy below. University Policy S17-11 was approved and signed by President Mary A. Papazian on August 1, 2017.

On September 11, 2019, President Mary A. Papazian approved University Policy S19-2. S19-2 is Amendment A to University Policy S17-11, and updated the charge of the Program Planning Committee and is incorporated into the policy below.

On May 4, 2020, President Mary A. Papazian approved and signed Amendment B to University Policy S17-11. Amendment B further modified the membership of the Program Planning Committee by

- Whereas: The program planning process is mandated by Resolution REP 71-07 of the CSU Board of Trustees ("Performance Review of Existing Degree Major Programs"); and
- Whereas: There are a significant number of inconsistencies and inaccuracies in the current process with respect to policies; and
- Whereas: The process has not been updated in over 10 years; and
- Whereas: The 2015 evaluation by WASC included recommendations for the program planning procedures on campus. Therefore, be it resolved that
- Resolved: The following document, "ORGANIZATION OF THE PROGRAM PLANNING PROCESS AT SAN JOSE STATE UNIVERSITY," be adopted as policy effective AY 2017-2018.
- Resolved : That implementation timeline for program planning review for programs starting in AY 2017-2018 will be determined by the AVP of GUP. All other programs will follow the established timelines.
- Approved: May 8, 2017
- Vote: 12-0-0
- Present: Anagnos, Buzanski, Chang, Cargill, Chung, Heil, Matoush, Medrano, Mathur, Rodan, Stacks, Trulio
- Absent: Grindstaff
- Curricular Impact: None anticipated.
- Financial Impact: None anticipated.
- Workload Impact: There is an expected short-term increase in staff time and data development within the Office of Institutional Effectiveness and Analytics. There will be increased workload linked to staffing of the Program Planning committee from the Office of Graduate and Undergraduate Programs. There is an anticipated reduction in workload for all programs.

ORGANIZATION OF THE PROGRAM PLANNING PROCESS AT SAN JOSÉ STATE UNIVERSITY

I. Authorization of Program Planning

San José State University continually monitors, updates, and improves its
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B. Membership:

ii. PPC will maintain confidentiality of materials including all information provided to outside accreditation agencies or to outside reviewers, as specified in the

C.

- E. At the meeting, representatives from the academic units provide updates since program review and clarifications to the Letter to the Provost. Participants at the meeting discuss the recommendations in the Letter to the Provost and any additional items. Participants agree to a final action plan with measureable goals for their next program plan cycle. The Director of Assessment will communicate to the Board of General Studies items from the final action plan related to General Education.
- F. After this meeting, the draft action plan (with clear deadlines) will be reviewed by the department, dean, and PPC chair for any inaccuracies and to ensure it reflects the action plan meeting discussion.

VII. Annual Assessment Reporting of General Education and Program Learning Outcomes

- A. Programs are required to provide annual assessment updates between full reviews. These updates are to the Director of Assessment. Two separate assessments occur: one for GE courses within a program, and a second one for student learning and achievement of the overall program learning outcomes.
- B. The assessment forms are created by the college assessment facilitators and the Director of Assessment.
- C. The Director of Assessment reviews these reports and provides feedback to programs in between their program planning cycles.