

New Credential Form Checklist

The sections listed below are required on Program Discontinuation form. Please review the the proposal and check off each section to indicate that the section has been completed and include the completed checklist as the cover page for the proposal. If you have any questions regarding this checklist and/or form, please contact the Office of Academic Programs.

Complete sections identifying program information

Proposed effective term (i.e., fall 2021)

Identify and include the following information

- Appropriate matrices
- Program specifics
- Implementation Plan
- Resources
- Justification and rationale for credential
- Student demand
- Synopsis for campus-wide sharing (Curriculum Register)

Evidence of consultation with appropriate constituencies

- Dean
- Information technology
- University Library



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Office of Academic Programs • WH 440 • (310) 243-3308

REQUEST FOR NEW CREDENTIAL PROGRAM

Proposer Name: _____ **Email:** _____ **Date:** _____

College: _____ **Dept.:** _____ **Ext.:** _____

Proposed Effective Term: _____

Full & Exact Program Name: _____

Program Type:	State Support	Self-Support	
Delivery Type:	Fully Face-to-face	Fully Online	Hybrid % Face-to-face % Online

Proposed CIP Code(s): _____

Complete and include the following information:

I. Program Specifics

1. Unit count: Complete the [template](#) to calculate the credential unit count.
2. Provide the catalog copy using the [Catalog Copy template](#) to outline all courses in the credential program. Identify any new courses developed for the program by putting them in red.
3. Attach list of licensure standards and/or expectations from the accrediting body.
4. List all required courses for completion including electives (specifying course catalog numbers, course titles, prerequisites and/or co-requisites, ensuring there are no “hidden prerequisites” that would drive the total units required to graduate beyond the total reported), course unit requirements, and any units associated with demonstration of proficiency beyond what is included in the university admission criteria using the [Course List template](#).
5. Attach proposals for all new and modified courses to be included in this program.
6. Attach completed curriculum map using the template found [here](#).

II. Implementation

1. Provide a course offering plan for first 3 years of implementation using the following [template](#).
2. Describe how accreditation requirements will be met, if applicable, and the anticipated date of accreditation request (including the WASC Substantive Change process).

III. Rationale

1. **Program Overview:** Provide a brief descriptive overview of the program citing its:
 - a. Purpose and strengths
 - b. Fit with the institutional mission or institutional learning outcomes, and:
 - c. Compelling reason for offering the program at this time:
2. **Department Collaboration**
 - a. Identify department(s) to offer aggregate of courses.
 - b. Provide brief rationale as to why this/these specific department(s)
 - c. Explain how other departments, which might share an interest, were consulted.



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- d. Provide evidence of the consultation(s)

3. Student Demand

- a. Provide compelling evidence of student interest in enrolling in the proposed program. Types of evidence vary and may include (for example) national, state-wide, and professional employment forecasts and surveys; petitions; lists of related associate degree programs at feeder community colleges; reports from community college transfer centers; and enrollments from feeder baccalaureate programs.
- b. Identify how issues of diversity and access to the university were considered when planning this program. Describe what steps the program will take to ensure ALL prospective candidates have equitable access to the program. This description may include recruitment strategies and any other techniques to insure a diverse and qualified candidate pool.

4. Societal and Public need for the proposed credential program

- a. List other California State University campuses currently offering or projecting the proposed credential; list neighboring institutions, public and private, currently offering the proposed degree major program.
- b. Describe differences between the proposed program and programs listed in section 4a above.
- c. List other curricula currently offered by the campus that are closely related to the proposed program.
- d. Describe community participation, if any, in the planning process. This may include prospective employers of graduates.
- e. Provide applicable workforce demand projections and other relevant data.

IV. Resources

Note: Sections 1 & 2 (below) should be prepared in consultation with the appropriate campus administrators responsible for faculty staffing, instructional facilities, and planning. Attach statements from the individual designated as the consultant for each unit/body to the proposal assuring that such consultation has taken place.

1. Existing Support Resources for the Proposed Credential Program
 - a. List faculty who will teach in the program, indicating rank, appointment status, highest degree earned, date and field of highest degree, professional experience, and affiliations with other campus programs. (Coded Memo EP&R 85-20). Please have current CVs available for review upon request.
 - b. Describe facilities used in support of the proposed program.
 - c. Provide evidence that the institution provides adequate access to both electronic and physical library and learning resources.
 - d. Describe available academic technology, equipment, and other specialized materials.
2. Additional Support Resources Required Note: If additional support resources are needed to implement and maintain the program, attach a statement from the responsible administrator(s) to the proposal assuring that such resources will be provided.
 - a. Describe additional faculty or staff support positions needed to implement the proposed program
 - b. Describe the amount of additional lecture and/or laboratory space required to initiate and to sustain the program over the next five years. Indicate any additional special facilities that will be required. If the space is under construction, what is the projected occupancy date? If the space is planned, indicate campus-wide priority of the facility, capital outlay program priority, and



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projected date of occupancy. Major capital outlay construction projects are those projects whose total cost is \$610,000 or more (as adjusted pursuant to Cal. Pub. Cont. Code §§ 10705(a); 10105 and 10108).

- c. Indicate additional library resources that will be (1) needed to implement the program, and (2) needed during the first two years after initiation. Indicate the source of funds and priority to secure these resource needs.
- d. Indicate additional academic technology, equipment, or specialized materials that will be (1) needed to implement the program, and (2) needed during the first two years after initiation. Indicate the source of funds and priority to secure these resource needs.

V. Attach evidence of consultation with the following stakeholders:

1. University Student Learning Outcomes and Assessment Center (USLOAC)
2. University Library
3. University Effectiveness, Planning, and Assessment (UEPA)
4. Information Technology (IT)
5. College Dean: Include [dean's impact statement](#) as an attachment
6. Affected Department(s)

VI. Curriculum Register Synopsis: Include summary of changes and a summary of the rationale to be published in the Curriculum Register for campus-wide sharing.



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1.		
Faculty Proposer (Print)	Signature	Date
2.		
Department Chair/Program Coordinator (Print) List names of department faculty who approved this proposal. (Note: The number of names listed must constitute a simple majority of voting faculty members in the department.)	Signature	Date
3.		
Dept. Curriculum Com. Chair/ Faculty Designee (Print)	Signature	Date
4.		
College Curriculum Committee Chair (Print)	Signature	Date
5.		
University Curriculum Committee Chair (Print)	Signature	Date
6.		
VPAA/Designee (Print)	Signature	Date
7.		
President (Print)	Signature	Date