

New Minor/Certificate Form Checklist

The sections listed below are required on the New Minor/Certificate 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.

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

Program Name

Program type

Delivery method

CIP Code(s)

CSU degree code(s)

Date approved for AMP

Complete/attach program specifications

Assessment plan

3-year implementation plan

Accreditation requirements as appropriate

Justification: address the following

- a. Descriptive overview of program: include (1) purpose and strengths; (2) alignment with Institutional Learning Outcomes; (3) Compelling reason for offering the program
- b. Societal and public need for the program: include (1) other CSUs currently offering/projected to offer similar programs; (2) neighboring institutions currently offering similar programs; (3) describe differences with other similar programs; (4) community participation for program; (5) applicable workforce demand; and (6) data evidence of requested information

Student demand

Resources

- a. Current resources and special/additional resources needed for the program

Evidence of consultation with the following

- a. University Student Learning Outcomes and Assessment Center (USLOA)
- b. University Library
- c. University Effectiveness, Planning, and Analytics (UEPA)
- d. Information Technology (IT)
- e. College Dean
- f. Affected department(s)/program(s)

Campus-wide sharing (Curriculum Register) synopsis



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Office of Academic Programs • WH 440 • creview@csudh.edu

REQUEST FOR A NEW CERTIFICATE AND/OR MINOR

Date :	College:	Dept.:	Ext:
Proposer Name:		Email:	
Term and Academic Year of Planned Implementation:			
Program Name:			
Program Type:	Certificate	Minor	
Graduate	Undergraduate	State support	Self-support
Face-to-Face	Fully Online	Hybrid % face-to-face _____	% online _____
Proposed CIP code(s):			
Proposed CSU degree code:			
Date approved for Academic Master Plan:			

I. Program Specifics

1. Unit count: Complete the [template](#) to calculate the program unit count. If more than one concentration, complete a table for each concentration.
2. Provide the catalog copy using the Catalog Copy [template](#) to outline all courses in the degree program. Identify any new courses developed for the program by putting them in red.
3. List the Program Learning Outcomes.
4. List all required courses for graduation 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](#).
7. Attach

II. Implementation

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



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III. Rationale

1. 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) The compelling reasons for offering the program for the first time.
2. Societal and Public need for the proposed degree major program
 - a) List other California State University campuses currently offering or projecting the proposed degree major program; list neighboring institutions, public and private, currently offering the proposed degree major program
 - b) Describe the differences between the proposed program and programs listed in section 2a above.
 - c) List other curricula currently offered by the campus that are closely related to the proposed program.
 - d) Describe the 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.
 - f) Provide data evidence of the information requested.

IV. 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, statewide, 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 equity and access to the university were considered when planning this program. Describe what steps the program will take to insure 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.
- c) For master's degree proposals, cite the number of declared undergraduate majors and the number of degrees awarded over the preceding three years for the corresponding baccalaureate.
- d) Describe professional uses of the proposed degree program.

V. 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 Certificate/Minor 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. Note: For all proposed graduate degree programs, there must be a minimum of five full-time faculty members with the appropriate terminal degree. (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.



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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 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 potential source(s) 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.

VI. Evidence of Consultations with:

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
6. Affected Department(s)

VII. Curriculum Register Synopsis: Include summary of changes to be posted for campus-wide sharing



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1.		
Faculty Proposer	Signature	Date
2.		
Department Chair/Program Coordinator 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 Designe	Signature	Date
4.		
College Curriculum Committee Chair	Signature	Date
5.		
University Curriculum Committee Chair	Signature	Date
6.		
VPAA/Designee	Signature	Date
7.		
President	Signature	Date