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San José State University
Academic Senate
Curriculum and Research Committee
Organization and Government Committee
November 4, 2024
Final Reading

AS 1874

Policy Recommendation
Organization of the **Academic Planning Process**
at San José State University

Whereas: The policy “Organization of the Program Planning Process at San José State University” ([S17-11](#)) is the campus guiding policy for performance review of existing programs; and

Whereas: The term “program planning” does not represent the full scope of the self-study process, and “academic planning” is deemed to be a more suitable term; and

Whereas: Academic planning represents a process of continuous improvement and reflection in areas not outlined in [S17-11](#), even though these areas were expected to be covered in the department/school self-study (hereafter referred to as Academic Program Plan); and

Whereas: Some of the terminology in [S17-11](#) around committee membership is outdated; and

Whereas: Policy [S75-14](#), which describes the program planning process and the use of “consultants” (external reviewers), contains outdated terminology and does not describe current practice; and

Whereas: The use of external reviewers is documented in the Academic Planning Guidelines; and

Whereas: Academic planning steps and procedures are deemed more appropriate to be documented in the Academic Planning Guidelines, be it therefore

37 **Resolved:** that [S17-11](#) and [S75-14](#) be rescinded and the following become university
38 policy.

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43 Approved,
44 all but Part III.B, C&R: October 21, 2024
45 Vote: 7-0-0
46 Present: Marc d’Alarcao, Megan Chang, Stefan Frazier, Marie
47 Haverfield, Melinda Jackson, Scott Shaffer, Cristina Velarde,
48 Hiu-Yung Wong (Chair)
49
50 Absent: Sehtej Khehra, Raha Shojaei, Jessica Trask

51
52 Approved,
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54 Part III.B, O&G: April 8, 2024
55 Vote: 6-0-0
56 Present: Andreopoulos, Baur, Chierichetti, Jochim, Johnson, Wright
57
58 Absent: Gambarin, Lee, Long, Muñoz-Muñoz

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61 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.

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66 Financial Impact: None

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70 **UNIVERSITY POLICY**
71 **Organization of the **Academic** Planning Process**
72 **at San José State University**

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I. Authorization of the Academic Planning Process

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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.

III. Establishment of the Academic Planning Committee and its tasks.

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A. Charge:

Implements the academic planning process, including the review of programs, as provided in the academic planning policy and guidelines. Recommends changes in the policy and guidelines and other matters relating to academic planning and review to the Curriculum and Research Committee (C&R).

B. Membership:

The **Academic Planning Committee (APC)** shall be made up of the following members:

- i. **Vice Provost (designated) (EXO)**
- ii. **Undergraduate Education designee (EXO)**
- iii. **Division of Research and Innovation designee (EXO)**
- iv. **College of Graduate Studies designee (EXO)**
- v. **Director of Institutional Effectiveness (EXO)**
- vi. **Two faculty members from each academic college**
- viii. **Two members from the General Unit, at least one of whom is a library faculty**
- ix. **One graduate student**
- x. **One undergraduate student**
- xi. **Staff member**

C. Recruitment and Appointment of Members: Faculty members (other than ex-officio) shall be appointed for two-year staggered terms. The student members serve a 1-year term. Solicitation of applications to serve on the Academic Planning Committee will be made through the normal Committee on Committees process for the seats designated for faculty and student members. When multiple applications are submitted for a seat, the Executive Committee of the Academic Senate will select individuals to serve. In considering applicants, attention should focus on the person's expertise in areas related to curriculum and academic planning and the need for continuity over time in membership for a portion of the seats.

- i. The committee shall elect its chair from the faculty representatives by majority vote. **This may include the addition of a vice chair to balance the workload of this role.**
- ii. All members, except as noted, shall be voting members of the committee.

149 iii. Members may be replaced for excessive absences or nonperformance
150 according to section 6.12 of University Policy S16-11.

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152 D. Responsibilities of APC:

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154 i. The APC reports and conveys its recommendations on the Academic
155 Planning Guidelines and process to C&R.

156 ii. APC will maintain confidentiality of materials including all information
157 provided to outside accreditation agencies or to outside reviewers, as
158 specified in the Academic Planning Guidelines.

159 iii. APC will establish its operating procedures **for committee members and for**
160 **departments/schools undergoing planning as needed.**

161 iv. APC is responsible for the review of all departmental/school academic
162 plans.

163 v. Both C&R and APC can propose changes to the Academic Planning
164 Guidelines. C&R has final approval of these guidelines and conducts a full
165 review at least once every five years.

166 vi. Members are expected to know the current guidelines and academic
167 planning policy.

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169 **IV. Scope of the Academic Planning Process**

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

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173 **A. Curriculum, including all undergraduate and graduate degree major programs,**
174 **credential programs, minor programs, GE and services courses, and**
175 **certificates offered within the department/school, and minor programs outside**
176 **the department/school required by a major degree program.**

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178 **B. Student success services and initiatives.**

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180 **C. Instructional and administrative staffing.**

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182 **D. Research, Scholarship, and Creative Activities (RSCA).**

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184 **V. The Process for Academic Planning**

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- 186 A. For all steps of the academic planning process, all departments/schools,
187 whether their programs are accredited or not, will follow the Academic Planning
188 Guidelines and Academic Program Assessment Guidelines (available through
189 Academic Innovation and Institutional Effectiveness, AIE), with all academic
190 programs within one department/school participating in the same cycle, except
191 under extraordinary circumstances as determined by the APC.
192
- 193 B. Departments/schools with programs that are not subject to external
194 accreditation will participate in academic planning every seven years.
195 Departments/schools with accredited programs will participate in academic
196 planning within a year after the completion of an accreditation review; any report
197 generated by the accreditation review shall be included in the academic
198 planning process. The APC will contact departments/schools with program
199 accreditation cycles of eight years or more to receive an update on progress
200 and determine the next steps.
201
- 202 C. The reflection and planning phase of the process shall take no longer than four
203 semesters to complete and will be organized by the office designated by the
204 Provost.
205
- 206 D. Reviews by external accreditation agencies are considered the equivalent of an
207 external reviewer evaluation, provided that such reviews address all criteria of
208 the Academic Planning Guidelines. The APC will make the final decision as to
209 whether the criteria of the guidelines are met.
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212 ~~VI. Evaluate the Academic Plan, Feedback, and Final Action Plan~~
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- 214 ~~A. The program plan is evaluated by the PPC which determines whether the~~
215 ~~review process was conducted in accordance with the published Program~~
216 ~~Planning Guidelines, and whether the plan represents a reasonable effort to~~
217 ~~meet the future needs of the students, faculty, and community. The Board of~~
218 ~~General Studies (BOGS) is responsible for evaluating the General Education~~
219 ~~portion of the self-study. ———~~
220
- 221 ~~B. After its evaluation of the program plan and BOGS review, the PPC may~~
222 ~~recommend one of the following actions:~~

- 223 • ~~Accept the plan and provide recommendations to be discussed at the action~~
224 ~~plan meeting.~~
225 • ~~Require revisions and resubmission of the plan for specific reasons.~~
226 • ~~Initiate a program termination review (See University Policy S06-7, S13-9) for~~
227 ~~specific reasons.~~
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229 ~~C. The PPC prepares a Letter to the Provost summarizing their findings and~~
230 ~~recommendations. This letter is copied to the program, C&R, and designated~~
231 ~~administrative individuals. Programs have the opportunity to review and correct~~
232 ~~any factual inaccuracies in this letter.~~
233 ~~D. For program plans that are approved, an action plan meeting is established and~~
234 ~~facilitated by the chair of the PPC. Invitees to this meeting include the Provost~~
235 ~~or designee, AVP of Graduate and Undergraduate Programs, AVP of Academic~~
236 ~~Budgets and Planning, Department chair, faculty and staff of the program, Dean~~
237 ~~and Associate Deans of the respective college, and additional administrators~~
238 ~~suggested by the Provost, chair of the program, or chair of PPC.~~
239 ~~E. At the meeting, representatives from the academic units provide updates since~~
240 ~~program review and clarifications to the Letter to the Provost. Participants at~~
241 ~~the meeting discuss the recommendations in the Letter to the Provost and any~~
242 ~~additional items. Participants agree to a final action plan with measureable~~
243 ~~goals for their next program plan cycle. The Director of Assessment will~~
244 ~~communicate to the Board of General Studies items from the final action plan~~
245 ~~related to General Education.~~
246 ~~F. After this meeting, the draft action plan (with clear deadlines) will be reviewed~~
247 ~~by the department, dean, and PPC chair for any inaccuracies and to ensure it~~
248 ~~reflects the action plan meeting discussion.~~

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250 **~~VII. Annual Assessment Reporting of General Education and Program Learning~~**
251 **~~Outcomes~~**

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253 ~~A. Programs are required to provide annual assessment updates between full~~
254 ~~reviews. These updates are to the Director of Assessment. Two separate~~
255 ~~assessments occur: one for GE courses within a program, and a second one for~~
256 ~~student learning and achievement of the overall program learning outcomes.~~
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258 ~~B. The assessment forms are created by the college assessment facilitators and~~
259 ~~the Director of Assessment.~~

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~~C. The Director of Assessment reviews these reports and provides feedback to programs in between their program planning cycles.~~