CourseLeaf
User Guide Program Proposal
New, Revise, and Edit Programs

New Program Entry Instructions

Follow the instructions below for submitting New Programs and Revisions a Program including elevating an emphasis or concentration to a full degree program.

1. Use the following link to navigate CourseLeaf with your login credentials.
2. Go to **https://next-catalog.csub.edu/programadmin**
3. Enter User: **csub-admin**/Password: **admin**
4. In the Search field, enter the program course you want to enter to ensure it does not already exist.
   a. To build a course from an existing form, click "**Propose New from Existing Program**" to prefill from an existing program; however, only a few fields auto-populate. Review the information and confirm.
   b. To edit a program, click "**Edit**" on an existing program, enter example: "**Music***" to receive a list of options, then select the program that needs to be edited.
5. For example, **Music Education**, then click **ENTER**
6. Click "**Propose New Program**" to begin entering your new program.

Note: ***Once you leave the cursor resting on the*** 🔵 ***, a message will appear for all HELP bubbles available as a resource if needed.***

7. A new screen will appear with the header "**New Program Proposal**."

All fields in boxed red must be entered; fields are required to move a proposal to the next review step successfully.

8. Enter "**Proposer Name**" for example: Last, First
9. Enter "**Proposer Email**" for example: test@csub.edu
10. Enter the "**Proposer Department**" and use the drop-down menu to select the program.

Program Management

New Program Proposal   Propose New from Existing Program

Contact

User ID	csub-admin
Proposer Name	Last, First
Proposer E-mail	test@csub.edu
Proposer Department	Music and Theatre

General Studies
Geology
History
Human Dev. & Child, Adolescent, & Family Studies
Interdisciplinary Studies
Kinesiology
Management and Marketing
Mathematics
Modern Languages & Literatures
Music and Theatre

Program Infor...

Program Type
Effective Catalog
Effective Term
College

Section Program Information: Enter the following information.

11. Enter the "**Program Type**" and using the drop down menu.

Program Information

Program Type	Select...
Effective Catalog	
Effective Term	
College	
Department	
Program Title	
Program Code	

Select...
Bachelor of Arts
Bachelor of Science
Certificate
Credential
Doctor of Education
Doctor of Nursing Practice
Master of Arts
Master of Business Admin
Master of Public Admin
Master of Science
Master of Social Work
Minor

The Classification of Instruc
Department of Education.
Office of Academic Program

12. Enter the "**Effective Catalog**" by using the drop down menu. Consult the Academic Program curricular calendar to determine the appropriate effective catalog.

Program Information

Program Type	Select...
Effective Catalog	Select...
Effective Term	Select...
	2024-2025
College	2025-2026

13. Enter the "**Effective Term**" by selecting from the drop down menu.

Program Information

Program Type	Select...
Effective Catalog	Select...
Effective Term	Select...
College	Select...
	Fall 2023
Department	Fall 2024
	Fall 2025

14. Enter the "**College**" by selecting from the drop down menu.

College	Select...
Department	Select...
	All University - ALLU
Program Title	Arts and Humanities

15. Enter the "**Department**" by selecting from the drop down menu.

Department	Select Department...
Program Title	Select Department...
	Art and Art History
Program Code	Communications
	English
The Classification of Instruc	History
Department of Education.	Interdisciplinary Studies
Office of Academic Program	Modern Languages & Literatures
	Music and Theatre
CIP Code	Philosophy Religious Studies

16. Enter the "**Program Title**,". This field is free text.
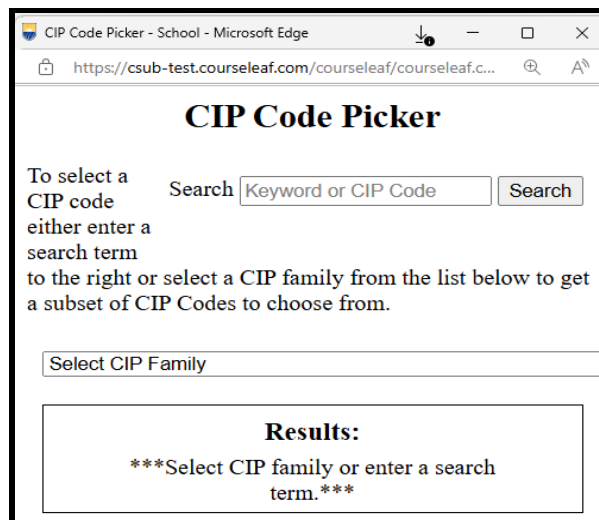
Program Title	Bachelor of Music, Music Teacher Preparation Concentration
	Program Title (Required)

17. Enter the "**Program Code**," which pertains to the program you are entering. The Office of Academic Programs will provide this information for the CIP code appropriate for the program.

Program Code	10052

The Classification of Instructional Programs (CIP) is a taxonomy of academic programs developed by the US Department of Education. CIP codes are required for the CSU Chancellor's Office. Please consult with the Office of Academic Programs to identify the best CIP code for your proposed program.

18. Enter the "**CIP Code**" for the specific program. A help bubble provides additional information, or you can use the "**Find**" button to use the "**CIP Code Picker**" to search for the appropriate code.
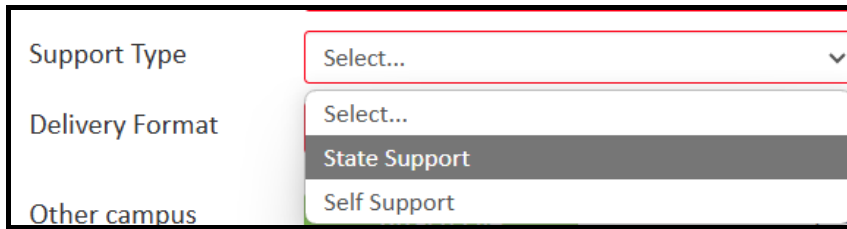
CIP Code ⓘ	13.1312
	Music Teacher Education. Find...

CIP Code Picker - School - Microsoft Edge

https://csub-test.courseleaf.com/courseleaf/courseleaf.c...

CIP Code Picker

To select a CIP code either enter a search term to the right or select a CIP family from the list below to get a subset of CIP Codes to choose from.

Search [Keyword or CIP Code]   [Search]

Select CIP Family

Results:

Select CIP family or enter a search term.

19. Enter the "**Academic Career**"by selecting from the drop down menu .
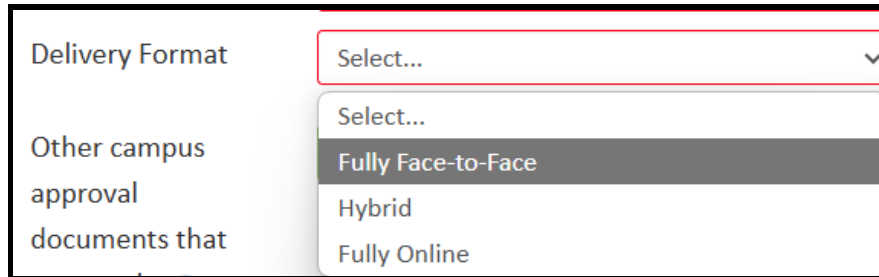
Academic Career	Select...
Support Type	Select...
Delivery Format	Undergraduate
	Postbaccalaureate
	Non-Degree Credit Course

20. Enter "**Support Type**" by using the drop down menu.
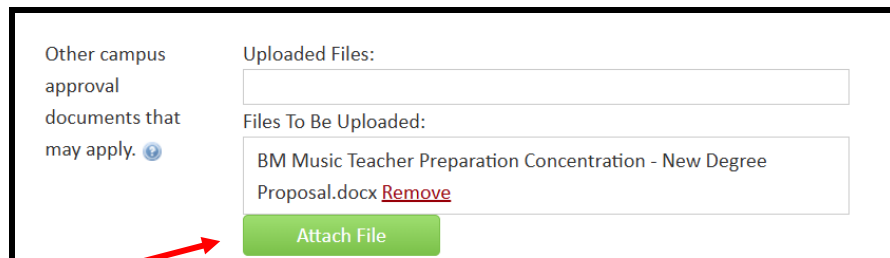
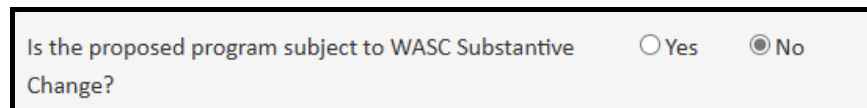**21.** Enter "**Delivery Format**" by using the drop down menu.

22. "**Curriculum committee approval documents that apply**." Include any supporting documents upload in the "**Attach File**". Click on "Attach File." A file path option will open a new window for you to search for the document to attach. Then, ensure the document appears in this field. If you don't want to include a file, click "**Remove**".

23. Select "**Yes**" or "**No**" for the proposed program subject to WASC substantive change. Contact the Academic Programs Office if you have questions.

    a.   If "**No**" is selected, move to step 24.

    b.   If "**Yes**" is selected, enter the free text information in the "Explain" section.

c. After you after you answer, click "**Attach File**" to submit the required attachment.

d. Once the file is uploaded you will see the filename in the "Files To Be Uploaded" field.

Program Overview and Rationale Section

24. Enter description of program, citing the purpose of the program.

25. Enter the Program Description requirements, this text will be viewable in catalog.

26. Enter the Program Requirements into the text field.

General Education	
Subject Area 1A: English Composition	3
Subject Area 1B: Critical Thinking	3
Subject Area 1C: Oral Communication	3
Subject Area 2: Mathematical Concepts & Quantitative Reasoning	3
Subject Area 3A: Arts [5]	3
Subject Area 3B: Humanities [5]	3
Upper Division 3 Arts or Humanities: (3UD) [5]	0
Subject Area 4: Social and Behavioral Sciences	3
Upper Division 4 Social and Behavioral Sciences: (4UD)	3
Subject Area 5A: Physical Science	3
Subject Area 5B: Biological Sciences	3
Subject Area 5C: Laboratory	1
Upper Division 5 Science: (5UD)	3
Subject Area 6: Ethnic Studies	3
General Education Subtotal	*37*

Program Learning Outcomes Section

27. To enter "**Program Learning Outcomes (PLOs)**", click the plus symbol for each outcome. List each PLO individually by clicking the plus symbol.

a. Enter the Program Learning Outcomes. You may also refer to the links for both Undergraduate and Graduate Outcome Information to assist in your selection. Then click "**Save**" when completed. For additional PLOs repeat the step.
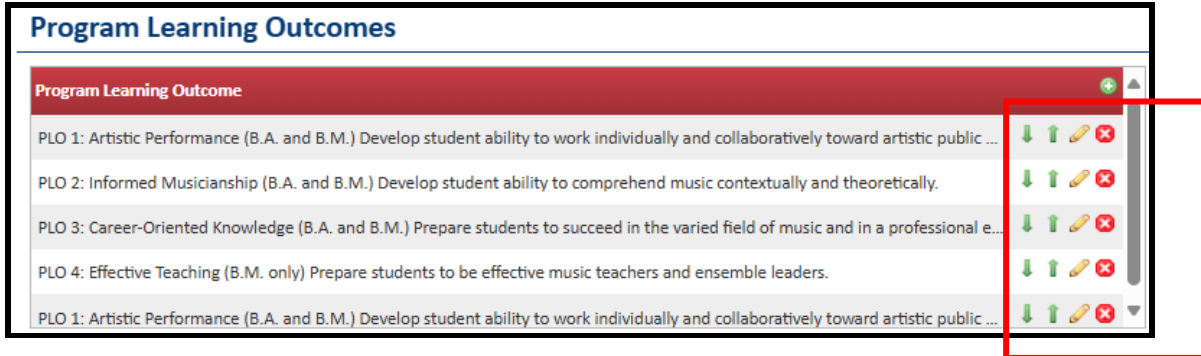
For more information, please click on either the Undergraduate or Graduate link.
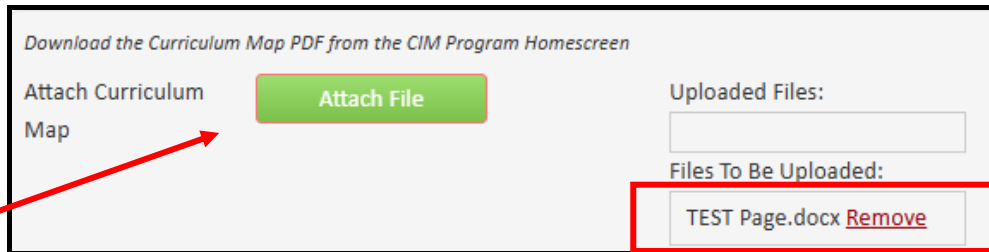
28. The PLOs will be listed in the order they are entered. If you need to reorganize or edit any of the PLOs, use the ⬇ ⬆ **symbol** to move them as desired. To edit a specific PLO, click on the 🖉 **symbol** to make changes to the listed PLOs. If any PLOs need to be removed click on the ⊗ **symbol**.

29. To submit any required curriculum maps, please click on the "**Attach File**" button. Then, navigate to your file in File Explorer and select your curriculum map file. Once uploaded, you will see it listed in the "**Files to be Uploaded**" field. If the file needs to be removed click on the "**Remove"** in the file field.
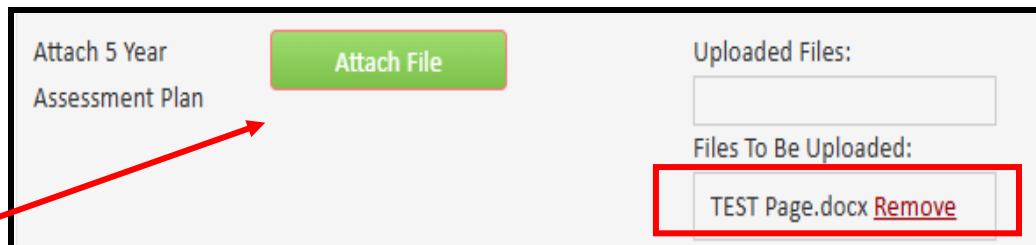
30. To submit any required Attach 5 Year Assessment Plan, please click on the "**Attach File**" button. Then, navigate to your file in File Explorer and select your 5 Year Assessment Plan file. Once uploaded, you will see it listed in the "**Files to be Uploaded**" field. If the file needs to be removed click on the "**Remove**" in the file field.

31. If the program uses courses offered by other programs select "**Yes**" then, identify the department in the drop down menu.

32. Add a letter of support from the affected department. This can include emails, letters, and any other documentation that substantiates the joint effort for the courses. Then, select attach file to upload your supporting documents. Once uploaded, you will see it listed in the "**Files to be Uploaded**" field. If the file needs to be removed click on the "**Remove**" in the file field.

33. If the program does not afffect others select "**No**" then move to the next step.

34. Please list the number of "**units**" needed to graduate from the program.

35. Select "**Yes**" or "**No**" to indicate if the baccalaureate requires more than 120 semester units.

Does this baccalaureate program require more than 120-semester units?	☐ Yes	◉ No

36. If "**Yes**" is selected enter the explanation describing the program.

Does this baccalaureate program require more than 120-semester units? ◉ Yes ☐ No

Explain

The California Code of Regulations, Title 5, Division 5, Chapter 1, Subchapter 2, Article 6, § 40506 (Bachelor of Music Degree and Bachelor of Fine Arts Degree: Required Curriculum), Requirement (c), states: "For candidates for the Bachelor of Fine Arts degree or Bachelor of Music degree who are meeting graduation requirements established during or after the 2013-14 academic year, no fewer than 120 semester units and no more than 132 semester units shall be required, unless the Chancellor grants an exception." This section may be found at the following link: https://govt.westlaw.com/calregs/Document/I571120634C6911EC93A8000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)#co_anchor_I61FC53006C1611EDBF75B106F7B7DAF6

37. Select "**Yes**" or "**No**" to indicate any plan concentrations or emphasis for the proposed major.

Does this program have any concentrations or emphasis planned under the proposed major?	◉ Yes	☐ No

38. List the new courses initiated for this program needed in the two years following implementation.

List any new courses that are: (1) needed to initiate the program or (2) needed during the first two years after implementation. Include proposed catalog descriptions for new courses. For graduate program proposals, identify whether each new course would be at the graduate- or undergraduate-level.

MUS 1260/3260 Treble Singers (1 unit)
Group performance of choral music for treble voices from various periods and styles of the choral repertoire. Admission with the consent of the instructor.

MUS 2600 Introduction to Music Education (2 units)

39. Attach the proposed course offering plan for the next three years of the program. Click on "**Attach File**," then locate your file in File Explorer and select the supporting document you wish to upload. Once the file is uploaded, it will be listed in the "**Files to be Uploaded**" section. If you need to remove the file, click on "**Remove**" in the file field.

40. Enter the total number of the prerequisite unit required for the major.

41. Enter the text for the planned provisions for articulating the proposed major

42. Attach the advising roadmap to this section. Click on "**Attach File**," then locate your file in File Explorer and select the supporting document you wish to upload. Once the file is uploaded, it will be listed in the "**Files to be Uploaded**" section. If you need to remove the file, click on "**Remove**" in the file field.

43. Select "**Yes**" or "**No**" if the program aligns with ADT

> For a new program - does this program align with an ADT?
> ○ Yes ○ No

44. Select "**Yes**" or "**No**" if the program change creates a new alignment with ADT.

> Does this program change create new alignment with an ADT?
> ○ Yes ○ No

45. Select your program's accreditation, then describe it and provide the anticipated date.

> Does this program change create new alignment with an ADT?
> ○ Yes ○ No
>
> Is this program: ☐ Currently accredited
>   ☑ Subject to accreditation
>
> Describe how accreditation requirements will be met, if applicable.
>
> Section 3.a. above describes the relationship between the new degree and the CSU Bakersfield Music
> Program's first-time accreditation by the National Association of Schools of Music.
>
> Anticipated Date of Accredidation   08/01/2025

Student Demand Section

46. Enter the clear evidence of student interest in the proposed program.

> 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.
>
> We anticipate proportionally high student demand for the new degree on the basis of enrollment trends
> that have existed for a long time within our degree emphases. At present, 63% of the majors in our
> current B. A. in Music (i.e., 40 students) are pursuing the Music Education emphasis from which we are
> constructing the new B. M. degree. 37% (23 students) are pursuing the liberal arts-oriented General
> Music emphasis. Historically, the Music Education proportion has been as high as 70%. We anticipate
> student numbers in the new program to increase as the more explicitly professional new degree raises
> our profile within and beyond the CSU.

47. Enter the topics of diversity and access to the university in the proposed program.

Identify how issues of diversity 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.

Currently, the B. A. in Music at CSU Bakersfield is a non-impacted, open-admission program. Students declaring the major need faculty approval on a primary instrument to fulfill the requisite studio instruction and performing ensemble enrollment, but this routing does not prohibit them from entering the major. We have retained this policy in the new degree program. The Music faculty, moreover, has a long history of direct recruitment through the public schools and community colleges in our region, which are themselves demographically very diverse institutions. Our recruitment activities comprise a robust mixture of individual school visits and ensemble clinics, on-campus festivals, performance competition adjudication, guest conducting appearances, follow-up with individual students, and so forth. All of this will continue with the new degree to ensure continued access and diversity among our students. Affordability, quality, and access have been at the center of our Music Program's decision to offer this new degree program. We are committed to offering the

48. Enter the text related to the professional use of the degree program.
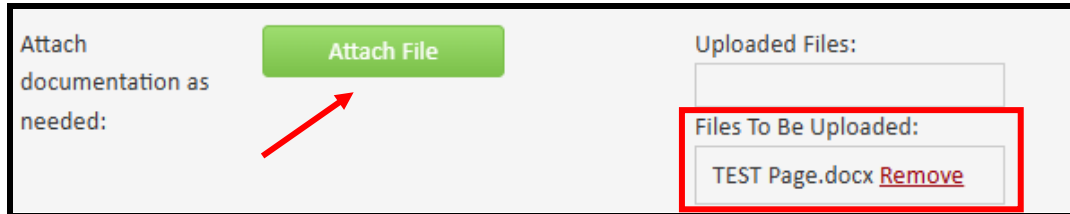
Describe professional uses of the proposed degree program.

The new degree program will prepare students directly for the Single Subject Credential in Music and public-school music teaching. Jobs in this domain span K-12 and typically divide between choral and general classroom music instruction, on one hand, and instrumental (band, orchestra, jazz ensemble) instruction, on the other. Group guitar and keyboard instruction are also not uncommon. The new degree will prepare them very well for these career pathways.

49. Enter the total number of student requests for each major.

Anticipated Student Demand (Majors)	At Initiation	After 3 Years	After 5 Years
Number of Majors (Annual)	9-10	36	40
Number of Graduates (Cumulative)		6-7	8-9

50. Attach the additional information needed for this section. Click on "**Attach File**," then locate your file in File Explorer and select the supporting document you wish to upload. Once the file is uploaded, it will be listed in the "**Files to be Uploaded**" section. If you need to remove the file, click on "**Remove**" in the file field.
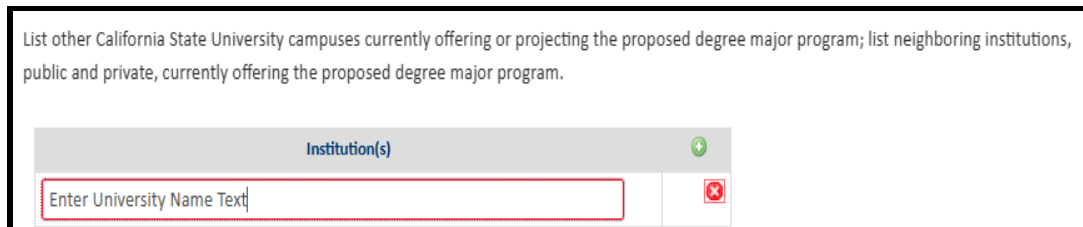
Societal & Public Need for Degree Major Section

51. List any other CSU campuses that currently offer or plan to offer the same degree program. Click on the ⊕ to add an institution, if you need to remove it, click on ❌
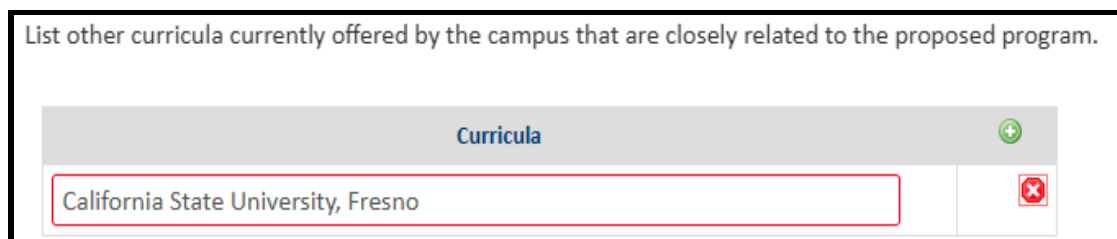
52. Enter a text for the differences between the proposed program and the programs mentioned above.

53. Enter text for the campus that is closely related to the proposed program.

54. Enter text information about community participation in the planning process, including input from employers of graduates.

> Describe community participation, if any, in the planning process. This may include prospective employers of graduates.
>
> Although we did not explicitly solicit community participation when planning the new degree, our faculty members are in continual contact with music educators and school districts in our region and educational leaders across the state and nation. This contact is maintained through the recruitment activities described below in section 6.b. and through vigorous faculty involvement on the boards of organizations including the Kern County Music Educators Association and the California Music Educators Association, to name only two among many. Through these and similar channels, we are in continual conversation with the music education profession, keeping abreast of challenges, opportunities, and trends in this profession, both locally and beyond. The new degree proposal is deeply informed by this ongoing discussion.

55. Attach the additional information needed for this section. Click on "**Attach File**," then locate your file in File Explorer and select the supporting document you wish to upload. Once the file is uploaded, it will be listed in the "**Files to be Uploaded**" section. If you need to remove the file, click on "**Remove**" in the file field.

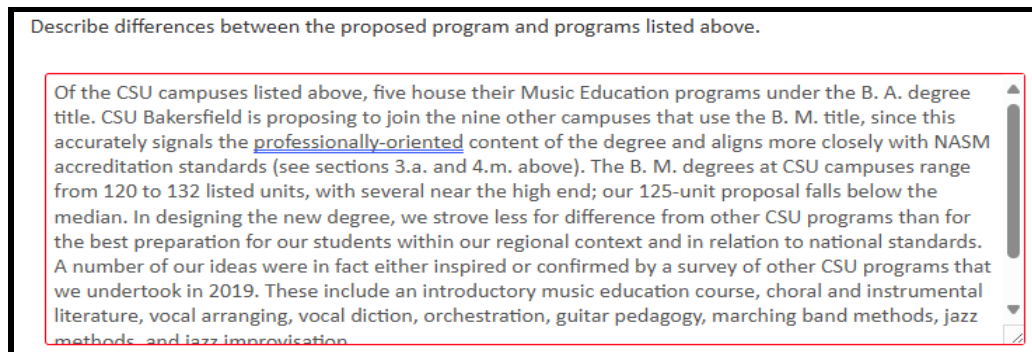> Provide applicable workforce demand projections and other relevant data.
>
> **Attach File**
>
> Uploaded Files:
>
> Files To Be Uploaded:
> TEST Page.docx Remove
>
> Note: Data Sources for Demonstrating Evidence of Need   APP Resources Web
> US Department of Labor, Bureau of Labor Statistics
> California Labor Market Information

Existing Support Resource Degree Major Program Section

56. Enter the faculty list teaching the proposed program.

> *Note: Sections 7 and 8 should be prepared in consultation with the campus administrators responsible for faculty staffing and instructional facilities allocation and planning. A statement from the responsible administrator(s) should be attached to the proposal assuring that such consultation has taken place.*
>
> List faculty who would 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.
>
> The curriculum will be delivered by all current full-time faculty of the Music Program:
> Joel Haney, Associate Professor, Ph.D., Musicology
> Matthew Hanne, Assistant Professor, M.M.E., Music Education
> Soo-Yeon Park, Lecturer (Entitled), D.M.A., Collaborative Keyboard Performance
> Robert Provencio, Professor, D.M.A., Choral Literature and Performance
> Leo Sakomoto, Associate Professor, D.M.A., Wind Conducting
> Jim Scully, Lecturer (Entitled), M.F.A., Jazz Composition
> Kyle Shaw, Assistant Professor, D.M.A., Music Composition
> Ángel Vázquez-Ramos, Associate Professor, Ph.D., Music Education and Choral Conducting

57. Enter a list of facilities used to support the program

> Describe facilities that would be used in support of the proposed program.
>
> Adequate facilities for the new program already exist and are being enhanced. The Music Building contains adequate classrooms for traditional academic instruction (with instructor computing stations and media projectors), practice rooms to accommodate student work on the primary instrument (and also those instruments being studied in the pedagogy courses), and rehearsal halls for our ensembles. Additional spaces in the adjacent Doré Theatre and the Music Lab are discussed below in section 7.d.

58. Enter the text that demonstrates how the institution ensures adequate access.

> Provide evidence that the institution provides adequate access to both electronic and physical library and learning resources.
>
> CSU Bakersfield's Walter Stiern Library offers adequate access to both electronic and physical learning resources, as can be seen on the library's website: https://library.csub.edu/

59. Enter the text describing available equipment and other specialized materials for the program.

> Describe available academic technology, equipment, and other specialized materials.
>
> The Doré Theatre houses a lab with 16 digital keyboards for basic keyboard instruction. We also maintain a fleet of classroom and practice room pianos and string, woodwind, brass, and percussion instruments, as well as guitars, to support our ensembles and pedagogy instruction. Instruction in elementary-school teaching methods is supported by a collection of specialized instruments used in the Orff and Kodály methods of instruction. Our Music Lab houses computers fitted with MIDI keyboards for our music technology instruction. This lab is currently being relocated to a different building that is under renovation, and we have requested the replacement of its furniture and equipment in conjunction with the renovation.

Additional Support Resource Section

60. Enter the text for additional positions of staff or faculty to implement program.

> Describe additional faculty or staff support positions needed to implement the proposed program.
>
> The new degree will require no additional full-time faculty. Part-time faculty beyond those in our current hiring pattern will be needed for only two new courses: MUS 2650 Guitar Pedagogy and MUS 3610 Marching Band Methods. These will be 1-unit activity courses, and neither will be offered every semester.

61. Enter the amount of additional resource information to sustain the program.

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).

N/A; no additional special facilities will be required.

62. Attach the additional information needed for this section. Click on "**Attach File**," then locate your file in File Explorer and select the supporting document you wish to upload. Once the file is uploaded, it will be listed in the "**Files to be Uploaded**" section. If you need to remove the file, click on "**Remove**" in the file field.

Include a report written in consultation with the campus librarian which indicates any necessary library resources not available through the CSU library system. Indicate the commitment of the campus to purchase these additional resources.

Uploaded Files:

Files To Be Uploaded:

TEST Page.docx Remove

Attach File

63. Enter the information for materials required to implement the program during the first two years after initiation.

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.

Presuming that the Music Lab equipment we have requested is supplied with the building renovation (see section 7.d. above), we anticipate only a modest need for additional equipment—namely, an expansion of our current acoustic guitar fleet to support the new guitar pedagogy course. Potential funding sources include the School of Arts and Humanities and funds provided by the California State Lottery.

Self-Support Program Information Section

64. Click "Yes" or "No" for the additional criteria. If you select "**Yes**," provide an explanation in the text box.

Confirm that the proposed program will not be offered at places or times likely to supplant or limit existing state-support programs.

◉ Yes ◯ No

Explain why state funds are either inappropriate or unavailable.

Explain how at least one of the following additional criteria shall be met:

The courses or program are primarily designed for career enrichment or retraining;

◯ Yes ◉ No

The location of the courses or program is significantly removed from permanent, state-supported campus facilities;

◯ Yes ◉ No

The course or program is offered through a distinct technology, such as online delivery;

◯ Yes ◉ No

For new programs, the client group for the course or program receives educational or other services at a cost beyond what could be reasonably provided within CSU Operating Funds;

◯ Yes ◉ No

For existing programs, there has been a cessation of non-state funding that previously provided for educational or other services costing beyond what could be reasonably provided within CSU Operating Funds.

◯ Yes ◉ No

65. If applicable, enter the required information EO 1099 self-support criteria.

Specify how all required EO 1099 self-support criteria are met.

N/A

The proposed program does not replace existing state-support courses or programs.

◉ Yes ◯ No

Academic standards associated with all aspects of such offerings are identical to those of comparable state-supported CSU instructional programs.

◯ Yes ◯ No

Basic Cost Recovery Budget Section

66. Enter the budget information for each section:

Student per-unit cost:

Number of units producing revenue each academic year:

Total cost a student will pay to complete the program:

Revenue

	1st Year	2nd Year	3rd Year	4th Year	5th Year
Student Fees					
Projected Attrition Numbers					
Totals	0	0	0	0	0

Additional Revenue Sources

	1st Year	2nd year	3rd Year	4th Year	5th Year
Grants					
Other					
Totals	0	0	0	0	0

Direct Expenses

	1st Year	2nd Year	3rd Year	4th Year	5th Year
Intstructional costs					
Operational costs					
Extended Education costs					
Technology development and ongoing support					
Totals	0	0	0	0	0

Indirect Expenses

	1st Year	2nd Year	3rd Year	4th Year	5th Year
Campus Partners					
Campus reimbursement general fund					
Extended Education overhead					
Chancellor's Office overhead					
Totals	0	0	0	0	0

67. Click "Yes" or "No" if this is an accredited educator program.

Additional Questions

Is this program an accredited educator preparation program?

☐ Yes   ◉ No

68. Click "Yes" or "No" if you would like to receive an email notification for this program.

Do you want email notification when the course is fully approved?

◉ Yes   ☐ No

69. Attach the additional information needed for this section. Click on "**Attach File**," then locate your file in File Explorer and select the supporting document you wish to upload. Once the file is uploaded, it will be listed in the "**Files to be Uploaded**" section. If you need to remove the file, click on "**Remove**" in the file field.
Note: For proposals that are elevating an emphasis or concentration to a full degree program, attach a document explaining the following:
    - Teach out. Please provide teach-out policy language to accommodate those students who will complete the original program with the option emphasis or concentration.
    - Discontinuance. Provide evidence that the current option, emphasis, or concentration will be discontinued once all existing students exit the program.

70. If you are in the process of entering information and want to continue adding text, click "**Save Changes**." If you are submitting for approval and want to continue to edit, if you are ready to submit for workflow, click "**Workflow**."
    a. Entries submitted through the "**Workflow**" process you will see the path displayed on the screen, with the status highlighted.

71. User has multiple options for the form

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