

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: **csb-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.


Program Management Help

Search, edit, add, and inactivate programs.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status. Quick Searches provides a list of predefined search categories to use.

☐ History - OR -

Plan Code	Program Name	Workflow	Status	In Moratorium
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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@csb.edu

10. Enter the “**Proposer Department**” and use the drop-down menu to select the program.

The screenshot shows the 'Program Management' interface. At the top, there's a header 'Program Management' and a sub-header 'New Program Proposal'. A green button labeled 'Propose New from Existing Program' is in the top right. Below the header, the 'Contact' section is highlighted with a red box. It contains fields for 'User ID' (csb-admin), 'Proposer Name' (Last, First), 'Proposer E-mail' (test@csb.edu), and 'Proposer Department' (Music and Theatre). The 'Proposer Department' dropdown menu is open, showing a list of departments: General Studies, Geology, History, Human Dev. & Child, Adolescent, & Family Studies, Interdisciplinary Studies, Kinesiology, Management and Marketing, Mathematics, Modern Languages & Literatures, and Music and Theatre. Below the 'Contact' section, the 'Program Information' section is visible, with fields for 'Program Type', 'Effective Catalog', 'Effective Term', and 'College'.

Section Program Information: Enter the following information.

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

The screenshot shows the 'Program Information' section of the form. It contains fields for 'Program Type', 'Effective Catalog', 'Effective Term', 'College', 'Department', 'Program Title', and 'Program Code'. The 'Program Type' dropdown menu is open, showing a list of program types: 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, and Minor. The 'Effective Catalog' field is also highlighted with a red box.

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
Program Title	


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
	History
	Interdisciplinary Studies
	Modern Languages & Literatures
	Music and Theatre
	Philosophy Religious Studies

The Classification of Instructional Programs (CIP) Code is a standard for classifying instructional programs. It is used by the Department of Education, Office of Academic Programs.

CIP Code 


16. Enter the “**Program Title**,”. This field is free text.

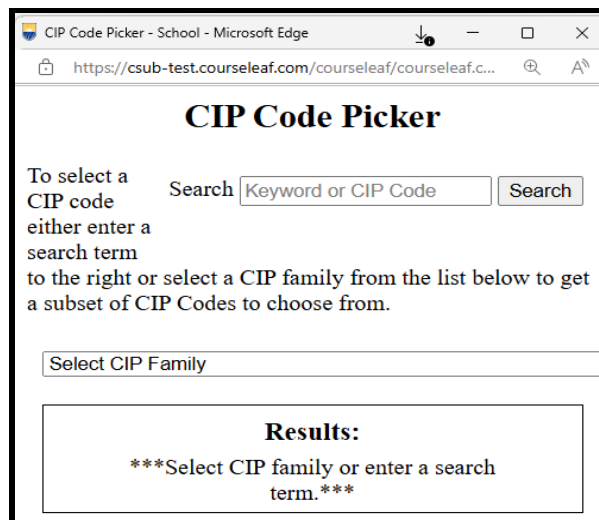
Program Title	<input type="text" value="Bachelor of Music, Music Teacher Preparation Concentration"/>	Program Title (Required)
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17. Enter the “**Program Code**,” which pertains to the program you are entering. The Office of Academic Programs will provide this information for the CIP code appropriate for the program.

Program Code	<input type="text" value="10052"/>
<i>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.</i>	

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.

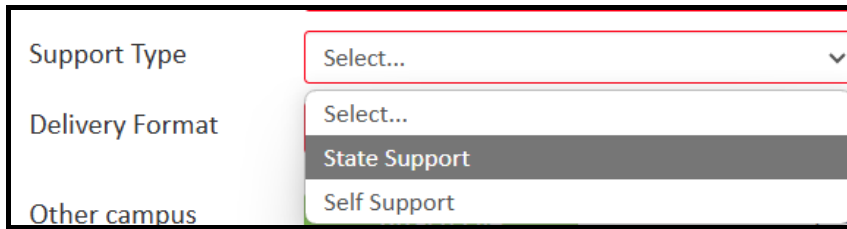
CIP Code 	<input type="text" value="13.1312"/>
Music Teacher Education. Find...	



19. Enter the “**Academic Career**” by selecting from the drop down menu .

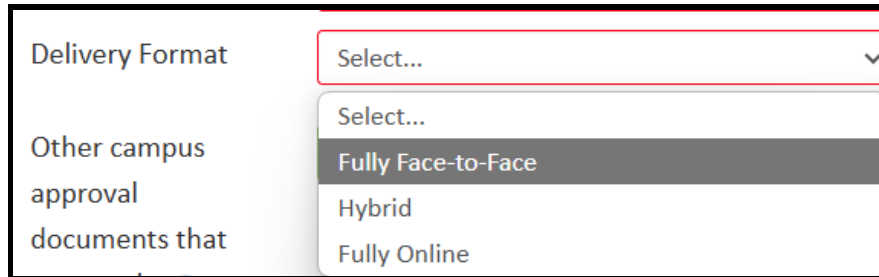
Academic Career	<input type="text" value="Select..."/>
Support Type	<input type="text" value="Select..."/>
Delivery Format	<input type="text" value="Undergraduate"/>
	Postbaccalaureate
	Non-Degree Credit Course

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



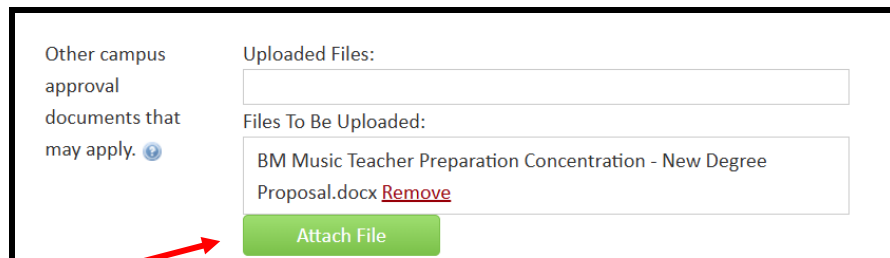
A screenshot of a form field labeled 'Support Type'. The dropdown menu is open, showing three options: 'Select...' (highlighted), 'State Support', and 'Self Support'. The text 'Other campus' is visible below the dropdown.

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



A screenshot of a form field labeled 'Delivery Format'. The dropdown menu is open, showing four options: 'Select...' (highlighted), 'Fully Face-to-Face', 'Hybrid', and 'Fully Online'. The text 'Other campus approval documents that' is visible below the dropdown.

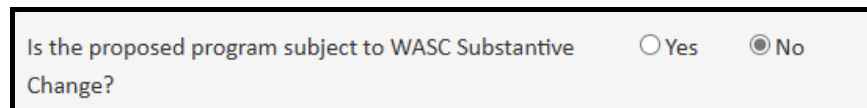
22. "**Curriculum committee approval documents that apply.**" Include any supporting documents upload in the "**Attach File**". Click on "Attach File." A file path option will open a new window for you to search for the document to attach. Then, ensure the document appears in this field. If you don't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



A screenshot of a form section titled 'Other campus approval documents that may apply.' It includes a text input field for 'Uploaded Files:', a text input field for 'Files To Be Uploaded:', and a green button labeled 'Attach File'. The 'Files To Be Uploaded:' field contains the text 'BM Music Teacher Preparation Concentration - New Degree Proposal.docx' and a red 'Remove' link. A red arrow points to the 'Attach File' button.

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.



A screenshot of a form field with the question 'Is the proposed program subject to WASC Substantive Change?'. It has two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected.

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

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

Is the proposed program subject to WASC Substantive Change? ☒ Yes ☐ No

Explain

Enter WASC Substantive explanation information in this field.

WASC Proposal Attachment

Attach File Uploaded Files:

The WASC Senior College and University Commission (WSCUC) requires that the campus Accreditation Liaison Officer submit a Substantive Change Screening Form via the Accreditation Management portal for any proposed degree program. If it is determined that no substantive change review is required, please attach a separate document containing the email response from WSCUC.

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

WASC Proposal Attachment

Uploaded Files:

Files To Be Uploaded:

1 - BM Music Teacher Preparation Concentration - New Degree Proposal 24-25 (1).docx [Remove](#)

Attach File

Program Overview and Rationale Section

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

Provide a brief descriptive overview of the program citing its 1) purpose and strengths, 2) fit with the institutional mission or institutional learning outcomes and 3) the compelling reasons for offering the program at this time.

The proposed Bachelor of Music, Music Teacher Preparation Concentration degree represents a modest yet carefully considered expansion of the Music Education emphasis that the Music faculty has delivered successfully for decades within the Bachelor of Arts in Music degree. Students completing our current Music Education emphasis have typically proceeded to the Single Subject Credential Program in Music, followed by a career in the music teaching profession. Although long housed under a broad liberal arts degree title, the Music Education emphasis (23 semester units), in combination with the core Music studies (47 semester units), comprises a robust 70-unit curricular experience that has

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

Program Description (i.e. Catalog Description)

Program Description

The CSU Bakersfield Music Program contributes to the musical, intellectual, and cultural environment of the university and surrounding region through programs of study and courses for music majors, minors, general education students, and liberal studies students; music electives for non-majors; and concerts, recitals, workshops, and festivals that provide performance opportunities for students and feature distinguished guest artists. The program offers a robust undergraduate musical education set within a broader liberal arts curriculum. There are two degree pathways, both of which rest upon foundational studies in performance, music theory and analysis, musicianship, music history and literature, and music technology. The Bachelor of Arts in Music features significant elective content in

26. Enter the Program Requirements into the text field.

Program Requirements

Normal Styles Font Text Color Background Table Source

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.

Program Learning Outcomes

Program Learning Outcome. Identify each PLO one by one (select the green "+" to add)
 +

- 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.

Program Learning Outcomes

Undergraduate Outcome Information.





Graduate Outcome Information.

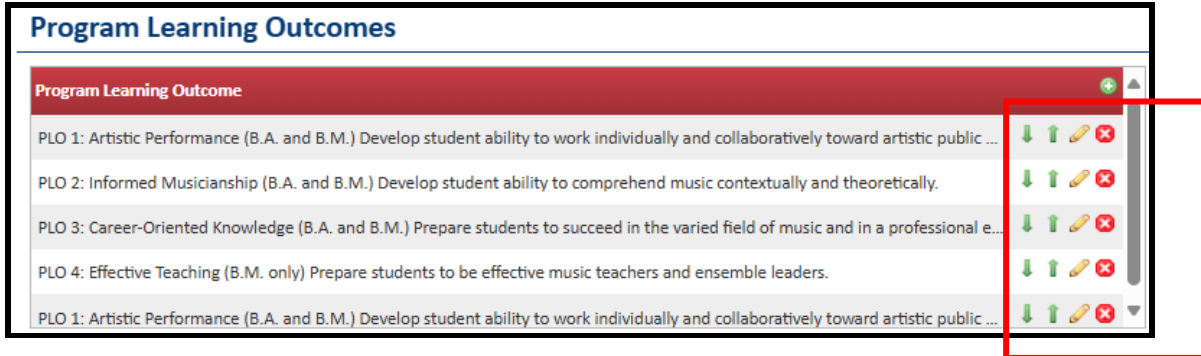
Program Learning Outcome. Identify each PLO one by one (select the green "+" to add)

University Learning Outcomes





















- ☐ 1. Goal 1: Critical reasoning and problem solving skills
- ☐ 2. Goal 2: Oral and written communication
- ☐ 3. Goal 3: Discipline-based and career knowledge
- ☐ 4. Goal 4: Numerical literacy
- ☐ 5. Goal 5: Students will become engaged citizens.
- ☐ 6. Goal 6: Students will develop a well rounded skill set.

Save
Cancel

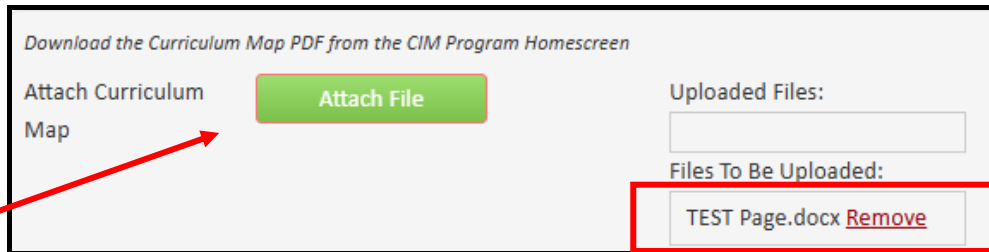
28. The PLOs will be listed in the order they are entered. If you need to reorganize or edit any of the PLOs, use the   **symbol** to move them as desired. To edit a specific PLO, click on the  **symbol** to make changes to the listed PLOs. If any PLOs need to be removed click on the  **symbol**.



Program Learning Outcomes

Program Learning Outcome	
PLO 1: Artistic Performance (B.A. and B.M.) Develop student ability to work individually and collaboratively toward artistic public ...	   
PLO 2: Informed Musicianship (B.A. and B.M.) Develop student ability to comprehend music contextually and theoretically.	   
PLO 3: Career-Oriented Knowledge (B.A. and B.M.) Prepare students to succeed in the varied field of music and in a professional e...	   
PLO 4: Effective Teaching (B.M. only) Prepare students to be effective music teachers and ensemble leaders.	   
PLO 1: Artistic Performance (B.A. and B.M.) Develop student ability to work individually and collaboratively toward artistic public ...	   

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.



Download the Curriculum Map PDF from the CIM Program Homescreen

Attach Curriculum Map

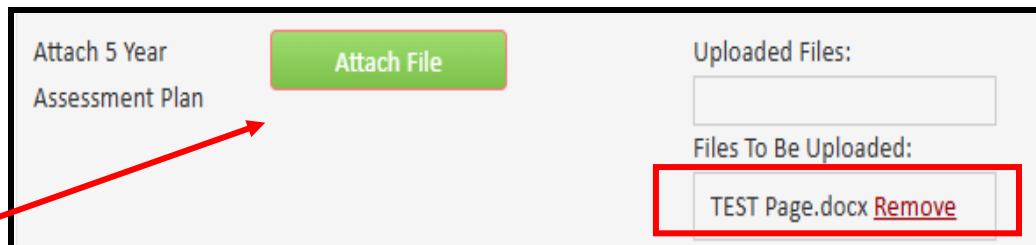
Attach File

Uploaded Files:

Files To Be Uploaded:

TEST Page.docx [Remove](#)

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.



Attach 5 Year Assessment Plan

Attach File

Uploaded Files:

Files To Be Uploaded:

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

Does the program use courses offered by other programs? ☒ Yes ☐ No

Affected Departments

Department

Select...

Select...

Accounting and Finance

Advanced Educational Studies

All University - 110 - ALLU

Anthropology

Art and Art History

Biology

Chemistry and Biochemistry

Communications

Computer & Electrical Engr & Computer Science

- 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.

Does the program use courses offered by other programs? ☒ Yes ☐ No

Affected Departments

Department

History

Attach File

Uploaded Files:

Files To Be Uploaded:

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- 33.** If the program does not affect others select **"No"** then move to the next step.
- 34.** Please list the number of **"units"** needed to graduate from the program.

A proposed bachelor's program requires no fewer than 120 semester units.

Any proposed bachelor's degree program with requirements exceeding 120 units must request an exception to the 120 semester unit limit policy.

All units required for degree completion must be included in the total units required for the degree. Any proficiencies required to graduate that are beyond what is included in university criteria admission criteria must be assigned unit values and included in the total unit count.

The total number of units required for graduation (not just the total for the major):

120

- 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_I61FC33006C1611EDBF75B106F7B7DAF6](https://govt.westlaw.com/calregs/Document/I571120634C6911EC93A8000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)#co_anchor_I61FC33006C1611EDBF75B106F7B7DAF6)

- 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.

Attach a proposed course-offering plan for the first three years of program implementation, indicating likely faculty teaching assignments.

Attach File

Uploaded Files:

Files To Be Uploaded:

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

Please specify the total number of prerequisite units required for the major. Note: The prerequisites must be included in the total program unit count.

0

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

For undergraduate programs, specify planned provisions for articulation of the proposed major with community college programs.

The curriculum delivering the foundational music competencies in the new degree is already articulated with many of our state's community college music programs. This core, which includes lower-division music theory, musicianship, keyboard skills, studio instruction and ensemble participation on a primary instrument, provides a common foundation for our current B. A. degree's Music Education and General Music emphases. The only difference introduced by the new degree is the addition of MUS 1408 Fundamentals of Music as a requirement at the beginning of the music theory and musicianship sequence. Since many community college programs already have a music theory course at this introductory level, it will not be hard to modify current articulation agreements to include this addition.

- 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.

Academic Roadmap Attachment

Attach File

Uploaded Files:

Files To Be Uploaded:

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- 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 Accreditation

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.

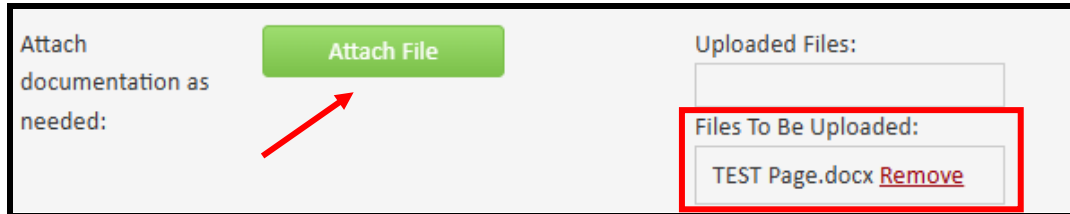
Describe professional uses of the proposed degree program.

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.



Attach documentation as needed:



Attach File

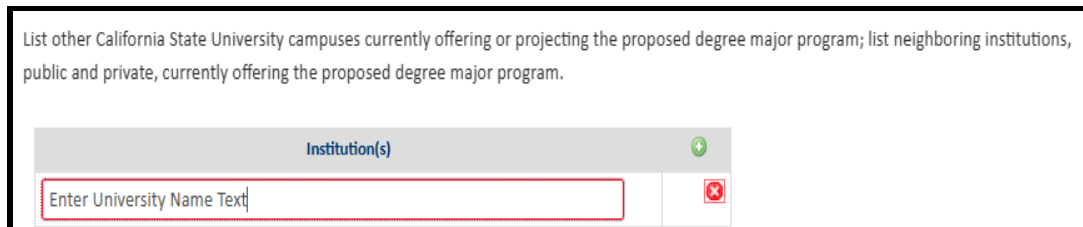
Uploaded Files:

Files To Be Uploaded:

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Societal & Public Need for Degree Major Section

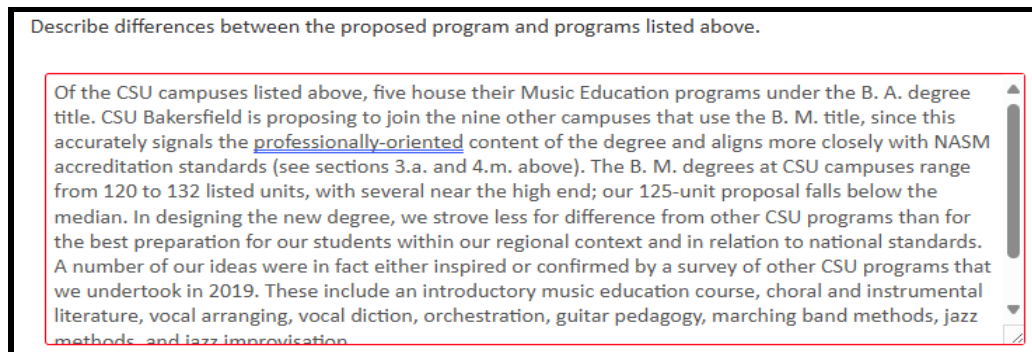
- 51.** List any other CSU campuses that currently offer or plan to offer the same degree program. Click on the  to add an institution, if you need to remove it, click on .



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.

Institution(s)
Enter University Name Text

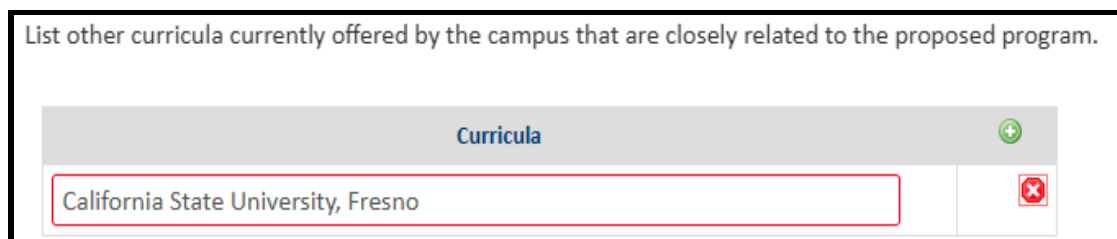
- 52.** Enter a text for the differences between the proposed program and the programs mentioned above.



Describe differences between the proposed program and programs listed above.

Of the CSU campuses listed above, five house their Music Education programs under the B. A. degree title. CSU Bakersfield is proposing to join the nine other campuses that use the B. M. title, since this accurately signals the professionally-oriented content of the degree and aligns more closely with NASM accreditation standards (see sections 3.a. and 4.m. above). The B. M. degrees at CSU campuses range from 120 to 132 listed units, with several near the high end; our 125-unit proposal falls below the median. In designing the new degree, we strove less for difference from other CSU programs than for the best preparation for our students within our regional context and in relation to national standards. A number of our ideas were in fact either inspired or confirmed by a survey of other CSU programs that we undertook in 2019. These include an introductory music education course, choral and instrumental literature, vocal arranging, vocal diction, orchestration, guitar pedagogy, marching band methods, jazz methods, and jazz improvisation.

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



List other curricula currently offered by the campus that are closely related to the proposed program.

Curricula
California State University, Fresno

- 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 Sakamoto, 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.csusb.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:	<input type="text"/>				
Number of units producing revenue each academic year:	<input type="text"/>				
Total cost a student will pay to complete the program:	<input type="text"/>				
Revenue					
	1st Year	2nd Year	3rd Year	4th Year	5th Year
Student Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Projected Attrition Numbers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
Additional Revenue Sources					
	1st Year	2nd Year	3rd Year	4th Year	5th Year
Grants	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
Direct Expenses					
	1st Year	2nd Year	3rd Year	4th Year	5th Year
Instructional costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Operational costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Extended Education costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technology development and ongoing support	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>
Indirect Expenses					
	1st Year	2nd Year	3rd Year	4th Year	5th Year
Campus Partners	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Campus reimbursement general fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Extended Education overhead	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chancellor's Office overhead	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>	0 <input type="text"/>

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**."
- 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

If you would like to keep a copy download the PDF

If you would like to keep a copy of curriculum Map download the PDF

Click "Shred the Proposal" if you don't want the proposal.

The entry program is now complete, pending the necessary approvals.