# Handbook
# School of Social Sciences and Education

## California State University, Bakersfield

SCHOOL OF SOCIAL SCIENCES AND EDUCATION

HANDBOOK

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# I
# Introduction

The School of Social Sciences and Education was formed in Fall 2010 with the merger of eight departments (Advanced Educational Studies, Criminal Justice, Physical Education and Kinesiology, Political Science, Psychology, Social Work, Sociology, & Teacher Education) and two programs (Anthropology & Liberal Studies). The reconfiguration was a result of the discontinuation of the School of Education and the School of Humanities and Social Sciences and the creation of two new schools, the School of Social Sciences and Education and the School of Arts and Humanities.

This handbook provides a compilation of all approved policies and procedures of the School of Social Sciences and Education as well as other important University policies governing faculty and students at California State University, Bakersfield.

# II
# Vision

The School of Social Sciences and Education will provide professional leadership to improve the quality of social life and education for the region through high-quality scholarship, educational offerings, and community partnerships. The School of Social Sciences and Education will be recognized as offering premier programs in the CSU system and will offer landmark programs recognized nationally and internationally.

# III
# Mission

The mission of the School of Social Sciences and Education is to address local, regional, and state needs by providing high quality undergraduate and graduate programs in the social sciences and education. We are committed to advancing human development knowledge, encouraging healthy and productive lifestyles, and enhancing the quality of life for all people, particularly those with emotional, learning, and physical disabilities. We pledge to prepare future leaders, professionals, and community advocates. Together, we will work toward increasing the community's understanding and acceptance of complex social, racial, and gender issues and toward creating positive social change. We will provide students with excellent classroom instruction, faculty-guided research experiences, and experiential learning opportunities to prepare them for career success and for lifelong learning to meet the changing demands of society.

The faculty and staff of the School of Social Sciences and Education are committed to supporting quality measures identified in the CSUB mission statement featuring faculty academic excellence and diversity, the student experience, community engagement, staff excellence and diversity, and organizational "best practices."

# IV
# Goals

1. Recruit and retain high quality faculty committed to participating and actively engaging students in all aspects of university life, including service, research, and the educational environment

    a. Support funding for faculty travel, research, and professional development
    b. Encourage regular curricular review and innovation
    c. Monitor and support the learning environment including class characteristics, technology, faculty needs, staff needs, and physical environments
        i. encourage the use of appropriate technologies for enhancement of student learning
    d. Develop strong undergraduate and graduate programs
    e. Establish a framework for faculty research partnerships with students

2. Create opportunities for students to develop leadership, citizenship, social responsibility, and civic engagement

    a. Provide opportunities for student involvement in disciplinary or professional activities with special attention to career preparation
    b. Create pathways for leadership development

3. Build and maintain collaborative and interactive relationships with the campus or at-large community

    a. Promote and develop active learning experiences
    b. Encourage cross departmental or cross school collaboration
    c. Develop multidisciplinary programs having strong community partnerships
    d. Promote faculty serving as resources for community agencies
    e. Support community projects involving students and faculty in SSE

4. Build and maintain a culture of acceptance, tolerance, respect for diversity, collaboration, and mentorship among faculty, staff, and students

    a. Sponsor events celebrating diversity
    b. Integrate "cultural proficiency" across the curriculum
    c. Develop a faculty mentor program
    d. Establish regional, national, or international study opportunities that enhance student and faculty experiences with diverse groups

5. Develop learning communities that encourage student, faculty, and community discourse

    a. Promote and encourage collaborative ventures
    b. Celebrate faculty activities

       c.   Encourage faculty discourse on important issues

6. Develop and maintain ongoing communication with alumni and friends of SSE

       a.   Encourage departmental newsletters
       b.   Invite alumni and friends to SSE events
       c.   Work to create a group of friends and boosters of the School
       d.   Work with the CSUB Foundation to establish priorities for SSE funding

# V
# Core Values

The School of Social Sciences and Education observes the following core values:

1. Transparency and clarity will be present in all School business within legal limits.
2. Committees will be organized around specific goals and objectives which are clear to all constituents and decisions will be shared with all faculty and staff in the School.
3. Any document derived in a unit will be a collective venture, allowing for input and review from all constituents.
4. The School will seek funding for program maintenance and enhancement using an open, transparent process.
    a. Core support services and levels will be defined by the departments and their respective faculty.
    b. Departments and faculty will determine trends in the profession and areas for growth and improvement.
5. The School will place high priority on professional development and research activities for faculty.
6. The School will also place high priority on professional development opportunities for staff.
7. The School will support the maintenance or improvement of a healthy and safe work environment for faculty and staff.
8. The School will support enhancement of the learning environment through provision of up-to-date facilities, equipment, and technical support.
9. The School will support and promote mentorships between faculty and faculty, staff and staff, student and faculty.
10. The School will be fully engaged in the assessment of student learning and will commit to regular review, incorporation of research in teaching and learning, and improvement based on assessment results, providing appropriate resources to accomplish these goals.
11. The School will respond to the needs and input of its students in a timely manner.

12. The School will value and encourage external collaborations and partnerships tied to our mission and goals.
13. The School supports and encourages the pursuit of external funding of program initiatives and enhancements.
14. The School encourages ongoing faculty research and will promote a system of support.

# V I
# Governance

## A. Descriptions of Faculty, Department Chairs, Program Directors, Associate Dean, Dean

### FACULTY

*The teaching faculty of the University consists of those professional staff members holding appointments in academic rank. They have primary responsibility for developing University and School curricular policy as well as criteria. They are specialists in their chosen disciplines. They are involved, within the policies of the University, with instruction, scholarship, and professionally related community activities.* (Section 108.1 of the CSUB *Faculty Handbook*).

Responsibilities of the teaching faculty are outlined in Section 303 of the CSUB *Faculty Handbook*. Any variation of responsibilities agreed upon by the Dean, Chair and faculty member will be articulated in a Memorandum of Understanding. SSE will follow all procedures for academic appointments outlined in Section 304 of the CSUB *Faculty Handbook*. Likewise, periodic evaluation of faculty will follow procedures outlined in Section 306 of the CSUB *Faculty Handbook* and retention, tenure, and promotion policies in Section 305 will be followed.

### DEPARTMENT CHAIRS

Department chairs report to their respective school deans and provide advice on all academic and faculty issues affecting the school. Department chairs are responsible for departmental operating budgets, curricula and academic programs of the department, advising of majors, assessment of student learning outcomes, instructional services, and departmental personnel (faculty and staff). Department chairs administer departmental curricula and academic programs consistent with policies specified in the Handbook and elaborated upon by the school and department.

Department chairs provide leadership in the search and screening process for new faculty, in the development of new curricula and academic programs of the department, and in the conduct of the five-year program review and accreditation, where appropriate. Department chairs consult regularly with their faculty on all matters affecting the department to discuss issues and to receive advice. Department chairs have major teaching responsibilities, which may vary with the size and complexity of the department. (Section 104.2.4.1 of the CSUB *Faculty Handbook*).

## *Department Chair Evaluation Procedure*

1. The dean shall meet with the chair at least annually to provide feedback regarding the criteria specified at the time of appointment (Section 312.4). Annual feedback may include data from the faculty of the department or program, except in the third year, when data are required.
2. The dean shall meet with the department to discuss how they wish to proceed in the review. All faculty in the department or program should be provided the opportunity to give individual, confidential advice, orally or in writing. Each department can determine their own procedures, but the following procedures are recommended:
   a. The department elects a chair evaluation committee consisting of four members who represent a cross section of the faculty. The election is held during a department meeting a couple months before the evaluation is due. The evaluation is completed during the Winter Quarter and the Report is due to the dean on April 1 during the Spring Quarter.
   b. The chair of the chair evaluation committee is selected by the committee. The chair will send an email to all full-time faculty requesting they complete the Chair Evaluation Form. Faculty are encouraged to provide feedback regarding each criterion.
   c. The chair of the evaluation committee meets with the staff to receive their input.
   d. The chair may submit to the department faculty and the dean a brief self-evaluation for the period under review.
   e. After an appropriate period for responding (and reminders to respond), the chair evaluation committee meets to review the input provided. The committee writes a draft review addressing each Section 312.2 criterion. The draft includes a concluding statement that describes the general recommendation of the group.
   f. The draft evaluation is circulated for comment among the department faculty by email.
   g. The draft is modified and approved by the faculty at a regular department meeting without the chair present. A recommendation regarding the chair's suitability for re-appointment is included. (A departmental recommendation for a new chair should be made in a separate document.)
   h. A copy of the approved chair evaluation is first sent to the department chair who can develop a rebuttal or response to the evaluation
3. The dean and department chair shall meet to discuss the report and the state of the department by April 15th.
4. The dean's evaluation and the review by the department or program faculty are forwarded to the provost.

## Department Chair Evaluation Form

Chair's Name: _____

Academic Department: _____

**104.2.4.1 Department Chairs**
*Department chairs report to their respective school deans and provide advice on all academic and faculty issues affecting the school. Department chairs are responsible for departmental operating budgets, curricula and academic programs of the department, advising of majors, assessment of student learning outcomes, instructional services, and departmental personnel (faculty and staff). Department chairs administer departmental curricula and academic programs consistent with policies specified in the Handbook and elaborated upon by the school and department. Department chairs provide leadership in the search and screening process for new faculty, in the development of new curricula and academic programs of the department, and in the conduct of the five-year program review and accreditation, where appropriate. Department chairs consult regularly with their faculty on all matters affecting the department to discuss issues and to receive advice.*
*Department chairs have major teaching responsibilities, which may vary with the size and complexity of the department.*

*http://www.csub.edu/facultyAffairs/files/handbook/UniversityHandbook.pdf*

**Provide written input on each of the following areas. Your comments will be treated confidentially and a summary will be presented to the department chair and dean. You can also provide the dean with individual, confidential advice on the chair evaluation (orally or written).**

1. **Does your chair consult regularly with the faculty on all matters affecting the department to discuss issues and to receive advice? Provide examples.**

2. **Does your chair create an educational environment that supports effective teaching? Provide examples.**

3. **Does your chair create an educational environment that supports helpful student advising? Provide examples.**

4. **Does your chair create an educational environment that supports productive faculty scholarship? Provide examples.**

5. **Does your chair meet deadlines and conduct official business in an efficient, accurate manner? Provide examples.**

6. **Does your chair work cooperatively and effectively with students, faculty, staff, and the administration in achieving program, school, and university goals? Provide examples.**

7. **Does your chair demonstrate leadership in fostering and building a more productive, welcoming, and inclusive work place environment by enhancing the**

inclusive excellence capacities of the faculty, staff, students and administration in their respective areas of productivity? Provide examples.

8. Does your chair efficiently administer the budget? Is it a transparent budget process? Provide examples.

9. Does your chair have a thorough knowledge of curriculum and academic programs? Provide examples.

10. Does your chair understand university, school, and department policies and procedures? Provide examples.

11. Do you have any other comments related to the duties of the chair listed above?

Based on your responses, would you recommend this person for renomination for another 3-year term?

      (Circle one)      YES            NO

There are two program directors in the School of Social Sciences and Education and both receive release time for managing and coordinating program activities. Additionally, some faculty have release time to perform extra program duties. Currently, there are release time agreements in Criminal Justice, Special Education, and Teacher Education. Special release time is determined on an annual basis.

## *Liberal Studies Program Director:*

The Director of the Liberal Studies Program will report administratively to the School Dean through the Associate Dean. The Director is expected to:

- Consult regularly with the Liberal Studies Program staff
- Establish and strengthen collaborative relations with other CSUB academic departments and faculty who are contributing courses to the Liberal Studies Program curriculum.
- Organize regular meetings of the Liberal Studies Program Committee and work collaboratively to plan courses and review the Liberal Studies Program.
- Maintain thorough knowledge of the Liberal Studies Program curriculum and academic program requirements.
- Administer the curriculum and academic program requirements consistent with the policies and procedures established for the university and the school, including the implementation of an ongoing systematic assessment of student learning goals and objectives for the program and the systematic use of the assessment data for continual program improvement.
- Create and maintain a supportive and collegial environment.
- Be responsible for all official business involving the Liberal Studies Program, and meet all deadlines (e.g., budget allocations, personnel evaluations, course scheduling, etc.) established by the School Dean and/or Provost.

## *Anthropology Program Director*

The Director of the Anthropology Program reports administratively to the Dean of the School of Social Sciences and Education regarding the Anthropology Program instructional programs and personnel. The Director of the Anthropology Program is expected to:

- Consult regularly with the Anthropology faculty
- Organize regular meetings of the Anthropology Program faculty and work collaboratively to plan courses and review the Anthropology curriculum.
- Administer the curriculum and academic program requirements consistent with the policies and procedures established for the university and the school, including the implementation of an ongoing systematic assessment of student

learning goals and objectives for the program and the systematic use of the assessment data for continual program improvement.

- Create and maintain a supportive and collegial environment.
- Be responsible for all official business involving the Anthropology Program, and meet all deadlines (e.g., budget allocations, personnel evaluations, course scheduling, etc.) established by the School Dean and/or Provost.
- Work with the Dean to determine long term directions for the Anthropology Program, including new curricular thrusts, space, and personnel.

## ASSOCIATE DEAN JOB DESCRIPTION

The Associate Dean:

- Is responsible for working with departments and the SS&E Budget Analyst, determining department data input accuracy, adherence to scheduling cycles, and accurate reporting to workload summaries and enrollment figures.
- Is responsible for providing leadership and management for planning, scheduling, delivery and maintenance of undergraduate and graduate programs, credit and noncredit certificate and professional development programs, and Summer Session.
- Is responsible for overseeing accreditation and providing leadership in achieving NCATE, CCTC, and WASC.
- Oversees the collection, evaluation, and production of all reports associated with degree programs on behalf of the School and University.
- Is responsible for providing leadership to the Credential office and associated staff.
- Is responsible for providing leadership to the Liberal Studies major and associated staff.
- Serves and provides leadership on various committees specific to program concerns such as SS&E Curriculum Committee, TEAC, BTSA, advising boards, etc.
- Represents the Dean on all student body matters such as signatures, petitions, grievances, Commencement, and Honors.
- Consults with the Dean on school budget matters, RTP processes, staff evaluations, and department chair meetings.
- Performs other duties as assigned.

## DEAN

*All school deans report to the P&VPAA and provide advice on all academic and faculty issues. School deans are responsible for all budgeting, personnel, and instructional services and for administering all curricula and academic programs in their respective academic units within the framework of the policies specified in this Handbook. School deans work cooperatively with various organizational units of the University and with the advisory assistance of different consultative groups, which may involve non-University agencies. As officers administering curricular policy, school deans provide leadership for their faculty in developing strong and innovative academic programs and in completing the requirements for accreditation, when appropriate. In matters relating to the development and implementation of curricular policy and academic programs, school deans act primarily on the basis of faculty recommendations. Faculty, students, and staff are*

*incorporated within the collegial governance of each school so that the school benefits from the information and perspective of each group. School deans normally have regular meetings with their department chairs and program coordinators to receive advice and to discuss issues affecting the school. School deans have some teaching responsibilities.* (Section 104.2 of the CSUB *Faculty Handbook*).

## *Job Description for SSE Dean*

The Dean is responsible:
- for personnel and program management.
- for budgeting and resource management and development.
- for cultivating external partnerships with diverse constituencies.
- for fundraising activities of the School in partnership with University Advancement.
- for guiding and promoting faculty development in teaching and scholarship.
- for advancing the School's diversity goals.
- for advancing the mission of the school and the university.
- as an advocate for the faculty and the School's programs.
- for facilitation of undergraduate, graduate, and teacher education as well as research and outreach.
- for overseeing the maintenance of the school's accreditation of its educational programs.
- for the organization of the School.
- for coordinating and organizing planning activities in the School.
- for other duties as determined by the Provost or in response to needs of the School.

## *Evaluation of the Dean*

*It is the policy of the CSU that academic administrators are evaluated at regular intervals. The faculty play a cooperative role with the administration in the review of administrative officers. A committee that examines and assesses the performance of the administrator and the office under review conducts the reviews. The review committee's evaluation and recommendations are undertaken with the purpose of improving management performance. Trustee policy requires that the evaluation procedures include ―the systematic acquisition of information and comments from appropriate administrators, faculty, staff, and students, on the work of administrators to be evaluated. Particular attention is given to the manner in which the administrator has met the needs and the goals of the University and its various constituencies.* (Section 311 of the CSUB *Faculty Handbook*).

B. School of Social Sciences and Education Org Chart
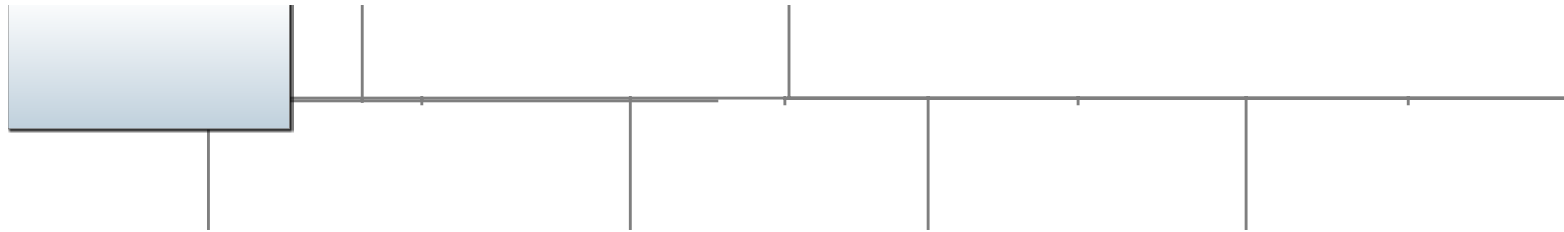
## D. Descriptions of Advisory Committees and Councils

**Dean's Advisory Council**

The School of Social Sciences and Education Dean's Advisory Council (SSE-DAC) advises the Dean with respect to all matters of common interest to the School, reviews organization and long-range plans, and suggests modifications where appropriate. The DAC will serve as an important venue of information dissemination and discussion on issues arising at the department or university level.

**Membership:** The School of Social Sciences and Education Dean's Advisory Council consists of all department chairs, the Associate Dean, a faculty representative from the Antelope Valley campus, the Dean's office Administrative Support Coordinator and the SSE Administrative Analyst Specialist Budget Manager.

**Meetings:** The Dean's Advisory Council shall meet at least three times during each quarter during the regular academic year and more frequently as needed. Dates of scheduled meetings of the Dean's Advisory Council will be distributed at the beginning of each quarter.

**Chair:** The Dean of the School of Social Sciences and Education will chair the Council.

**Support :** The Office of the Dean, School of Social Sciences and Education, shall provide all needed clerical support.

**Reportage:** Approved minutes of the SS&E Dean's Advisory Council will be electronically distributed to all faculty in SSE.


**Staff Advisory Council**

The School of Social Sciences and Education Staff Advisory Council (SSE-SAC) advises SSE and departments with respect to all matters of common interest to the School. The SAC will serve as an important venue for information dissemination, training, and discussion on issues and procedures/processes originating at the department, program, or university level.

**Membership:** The School of Social Sciences and Education Staff Advisory Council consists of all department support staff, the Liberal Studies Program Secretary, the Associate Dean Secretary, the Credential Office Lead, a staff representative from the Antelope Valley campus, the Dean's office Administrative Support Coordinator, and the SSE Administrative Analyst Specialist Budget Manager.

**Meetings:** The Staff Advisory Council shall meet at least twice during each quarter during the regular academic year and more frequently as needed. Dates of scheduled meetings of the Staff Advisory Council will be distributed at the beginning of each quarter.

**Chair:** The SSE Administrative Analyst Specialist Budget Manager will chair the Staff Advisory Council.

**Support:** The Office of the Dean, School of Social Sciences and Education, shall provide all needed clerical support.

## SSE Scholarship Committee

The School of Social Sciences and Education Scholarship Committee is primarily responsible for the selection of scholarship awardees and for determining the outstanding undergraduate award winner in the School.   There may be other honors or awards that the committee will be asked to review.

**Membership:** The SSE Scholarship Committee consists of three members, nominated by the faculty, self-nominated, or nominated by a chair.   The Committee members will be elected by the Dean's Advisory Council.

**Term of Service and Organization:** The term of service on the Scholarship Committee will be two years.  The committee will annually appoint a chair. Results of the committee deliberation will be reported to the Dean who will electronically distribute to the faculty.

**Support:**  The office of the Dean, School of Social Sciences and Education, shall provide all needed clerical support.

## Curriculum Committee

The School of Social Sciences and Education Curriculum Committee has jurisdiction over the curriculum of the School of Social Sciences and Education. The Curriculum Committee shall be responsible for the approval of all academic courses and programs in the School, including degrees, courses, programs, majors, minors, concentrations, certificates or any other catalog changes. The Curriculum Committee is also responsible for developing a *Guideline for Submission*.

**Membership:**  The School of Social Sciences and Education Curriculum Committee shall be composed of nine members: one voting representative from each department (Advanced Educational Studies, Criminal Justice, Physical Education and Kinesiology, Political Science, Psychology, Social Work, Sociology, Teacher Education) and the Associate Dean of Social Sciences and Education (*ex officio* non-voting member). Members are elected to staggered two-year terms by tenure and tenure-track faculty from the program being represented. Elections will be held in each department in the spring of each academic year or as required to fill vacancies.

**Chair:**  The Curriculum Committee will annually select a Chair from its members by a simple majority vote.

**Meetings:**  The Curriculum Committee shall meet at least once during each quarter during the regular academic year and more frequently as needed to act upon submission and meet deadlines as outlined in the *University Planning Manual*. Dates of scheduled meetings of the Curriculum Committee will be announced to all faculty in the School of Social Sciences and Education at least two weeks in advance. Curricular materials must be distributed to the committee members at least one week prior to the scheduled meeting.

**Reportage:**  Decisions of the SS&E Curriculum Committee will be forwarded to the Dean. *Guidelines for Submission* and minutes of the SS&E Curriculum Committee will be distributed to the departments for distribution to the faculty. Any changes in catalog, policy, procedure, program, or curricula that has an inter-school or all university impact as well as any changes to General Education will be submitted to the Academic Affairs Committee of the Faculty Senate. Additionally, a summary report will be provided annually to the Academic Affairs Committee.

**Support:** The Office of the Dean, School of Social Sciences and Education, shall provide all needed clerical support, including committee archives

**Approval and Amendment:** Changes to this document may be made through a simple majority approval of the SS&E Curriculum Committee and ratification by the SS&E Dean's Advisory Council.

## Purpose of Committee Review

The primary purpose of the SSE Curriculum Committee is to review (assess, evaluate, provide feedback) all new, and all changes to existing, program requirements and curricula of the School's academic programs. The Committee is charged with the following responsibilities on behalf of the Dean:

- Verify academic integrity in terms of stated requirements and available resources;
- Ensure appropriate consistency of requirements across similar programs;
- Minimize duplication of courses within and among programs;
- Ensure that appropriate consultation among all applicable faculty has taken place.

## Proposal Guidelines

1. Minor revisions that require no course changes, no resources, and have no curricular implications need NOT go through approval by the entire SSE Curriculum Committee but require only the approval of the Department Chair and the SSE Curriculum Committee Chair before being forwarded electronically to the Dean's office. These minor revisions will be noted in the minutes of the SSE Curriculum Committee as an information item from the Curriculum Committee Chair.

2. New course or program proposals, as well as proposals for course or program changes, should be submitted to the SSE Curriculum Committee Chair, normally one week prior to Committee review, using the following instructions and guidelines on the SSE website specific to the proposal submitted. In addition, a formal memorandum to the SSE Curriculum Committee signed by the Department Chair(s) affected should accompany the applicable form(s) to signify approval of the departmental faculty regarding the proposal.

    a. Course Change (Revisions or Cancellations)

    In addition to filing the SSE form, "Request for Course Revisions or Cancellations," the University form, Request for Approval of Course Change, can be found at http://www.csub.edu/undergradstudies/AcadSched/ under COURSE CHANGES.

    b. New Course

    In addition to filing the SSE form, "Request for New Course," the University form, Request for Approval of New Course can be found at http://www.csub.edu/undergradstudies/AcadSched/ under NEW COURSES.

c.  Program Change (Revisions or Cancellations)

There is no specific University form for requesting approval of program revisions or cancellation, but the SSE form, "Request for Revisions or Cancellation of Degree, Minor, Concentration, Emphasis, Track, or Option," must be filed.

d.  New Program

1.  Proposal for a New Minor, Concentration, Emphasis, Track, or Option
    In addition to filing the SSE form, "Request for New Degree, Minor, Concentration, Emphasis, Track, or Option," the University Routing Form can be found at:
    http://www.csub.edu/academicprograms/PDF/Subplan_routing_sheet.pdf

2.  Proposal for New Degree, including Pilot Degree Program
    a.  In addition to filing the SSE form, "Request for New Degree, Minor, Concentration, Emphasis, Track, or Option," the University Routing Form can be found at:http://www.csub.edu/academicprograms/PDF/New_Degree_routing_sheet.pdf
    b.  CSU guidelines for new degrees or pilot programs can be found at: http://www.calstate.edu/AcadAff/codedmemos/AA-2008-53.pdf
    c.  CSUB guidelines for new degrees or pilot degree programs can be found at:http://www.csub.edu/academicprograms/PDF/New_Degree_proposal.pdf.

3.  A complete and final version of the catalog copy as approved by the SSE Curriculum Committee should be submitted electronically to the Dean's office immediately following the Committee's approval.

4.  All curricular changes that require approval by the Committee for Academic Requirements and Standards (CARS), the Associate VP for Academic Programs, the Academic Senate, and/or the Provost must also meet guidelines and submission standards set forth in external requirements and documents.

5.  The "general" flow for review and approval of new course or program proposals, as well as proposals for course or program changes, is illustrated below:

**Program > Department > SSE Curriculum Committee > SSE Dean**

**AVP for Academic Programs > Academic Senate/AAC/CARS > Provost**

# School of Social Sciences and Education Curriculum Committee

## REQUEST FOR NEW COURSE

Name:                                                    Phone:

Department:                                          Date:

Course Author:                                      Program:

New Course Proposed Rubric and Number:          Total Units:

Title (30-character max):

Grading Basis (highlight one):   N=graded          B= credit/no credit     P=remedial

                                 S=Graded w/RP          T=Cr/NC w/RP

 (Director of Academic Operations and Support must approve S & T grade basis)

**Type of Course:  (If the course involves FORMAL SCHEDULED "split units" between two or more components, indicate the division of units for the appropriate components below. NOTE that the total must sum to "Total Units" above.)**

Lecture                                                    Lab

Lecture/Lab                          `          Seminar

Field Experience                          Internship

Online                                          Hybrid

**To be offered:**                  On campus              Antelope Valley                         Other

**Frequency of offering:**        quarterly              Annually                         Biannually

**Proposed as:**        Requirement in          Elective in              GE/GRE
Designation:

**Prerequisite courses/competencies/ Test Codes/Student Groups:**

**Co-requisites:**

**Catalog Copy Course description**

**Insert Text Box for "catalog copy course description"**

Why is the new course needed? Rationale and Goals for the course?

Where does the course fit into the curriculum?

Who is the potential audience?

Does the course duplicate other courses in other departments? If yes, list similar courses.

What is the effect of this new offering on resources? Provide specific details about support costs, equipment required, and implications for faculty and staff resources.  Does the Department have the resources to offer the course?

Will the course affect other programs? If yes, attach supporting documentation of consultation and approval by other programs.

## SUBMISSION INSTRUCTIONS:

1.  Send this completed form electronically to **mwise@csub.edu**.

2.  Send an electronic copy of the course syllabus, including goals and objectives to **mwise@csub.edu**.

3.  Fill out the *Request for Approval of New Course or Course Change* found at: http://www.csub.edu/undergradstudies/AcadSched/  under new course and submit to the SSE Curriculum Committee Chair.

4.  Submit a formal memorandum signed by the Department Chair signifying approval of the request and submit to the SSE Curriculum Committee Chair.

# School of Social Sciences and Education Curriculum Committee

## REQUEST FOR COURSE REVISION OR CANCELLATION

Name:                                        Phone:

Department:                                Date:

Course Author:                            Program:

Current Course and Number:        Total Units:        Split Units:

Current Title:

New Title (30 character max.)

Grading Basis (highlight one):    N=graded        B= credit/no credit    P=remedial

                     S=Graded w/RP        T=Cr/NC w/RP

 (S & T grade basis must be approved by Director of Academic Operations and Support)

**Cancellation** ☐        **(Skip to Section B)**

**A.  Revision of**        ☐ Title        ☐ Credit        ☐ Prerequisites        ☐
      **Description**

| PRESENT Course Information | CHANGE TO |
|---|---|
| **(Copy from current catalog and include prereq details, course title, course number, and credit units)** | **(USE** ~~strikethrough~~ **to delete text; use** <u>underline</u> **to add text)** |
|  |  |

| FINAL COPY |
|------------|
|            |

**B.  What is the reason for the cancellation or revision?**

**How does the change/deletion impact the curriculum?**

**What is the effect of this change on resources?**

**Will the course change/deletion impact other programs? If yes, have all programs been consulted on the course changes?**

**SUBMISSION INSTRUCTIONS:**

5.  **Send this completed form electronically to mwise@csub.edu.**

6.  **Send an electronic copy of the course syllabus, including goals and objectives to mwise@csub.edu.**

7.  **Fill out the *Request for Approval of New Course or Course Change* found at http://www.csub.edu/undergradstudies/AcadSched/ under new course and submit to the SSE Curriculum Committee Chair.**

8.  **Submit a formal memorandum signed by the Department Chair(s) signifying approval of the request and submit to the SSE Curriculum Committee Chair.**

# School of Social Sciences and Education Curriculum Committee

## REQUEST FOR REVISION OR CANCELLATION of DEGREE, MINOR, CONCENTRATION, EMPHASIS, TRACK, OR OPTION

Name:                                         Phone:

Department:                                   Date:

Major/minor/certificate Author:                    Program:

Current Program Title:

Revised Title (If applicable)

Abbreviated Revised Title:

**Type of Program:     Major          Minor          Certificate**

### CATALOG DESCRIPTION

| PRESENT CATALOG DESCRIPTION<br><br>(Copy from current catalog) | CHANGE TO<br><br>(USE ~~strikethrough~~ to delete text; use <u>underline</u> to add text) |
|---|---|
|  |  |

| FINAL COPY |
|---|
|  |

**Rationale for the change?**

**What is the effect of this change on resources?**

**Will the change affect other programs? (If yes, attach memorandum acknowledging approval)**

**SUBMISSION INSTRUCTIONS:**

1. Send this completed form electronically to [mwise@csub.edu](mailto:mwise@csub.edu).

2. If new courses are included in the change of major or program, all course changes and program changes will need to be submitted at the same time on the appropriate forms.

3. Submit a formal memorandum signed by the Department Chair(s) signifying approval of the request and submit to the SSE Curriculum Committee Chair.

# School of Social Sciences and Education Curriculum Committee

## REQUEST FOR NEW DEGREE, MINOR, CONCENTRATION, EMPHASIS, TRACK, OR OPTION

Name:                                          Phone:

Department:                              Date:

Major/minor/certificate Author:              Program:

Program Title:

Abbreviated Title:

**Type of Program:        Major            Minor            Certificate**

| DESCRIPTION OF PROGRAM |
| --- |
| **(catalog copy)** |
|  |

**Purpose and characteristics of the new program?**

**How does the program fit into the campus mission and strategic plan?**

**Will the program be offered through state support or special sessions?**

**What is the anticipated student demand?**

**What are the projected workforce demands and employment opportunities for graduates?**

**Are there other relevant societal needs?**

**Provide an assessment of required resources and whether there is a campus commitment to allocation of needed resources.**

**SUBMISSION INSTRUCTIONS:**

1. Send this completed form electronically to [mwise@csub.edu](mailto:mwise@csub.edu).

2. If proposing a new degree, the *New Degree Proposal* routing form must be completed and submitted to the SSE Curriculum Committee Chair.

   http://www.csub.edu/academicprograms/PDF/New_Degree_routing_sheet.pdf

3. For other new programs, the *Proposal for a New Minor, Concentration, Emphasis, Track or Option routing* form must be completed and submitted to the SSE Curriculum Committee Chair prior to review.

   http://www.csub.edu/academicprograms/PDF/Subplan_routing_sheet.pdf

4. Submit a formal memorandum signed by the Department Chair(s) signifying approval of the request and submit to the SSE Curriculum Committee Chair.