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Basic Principles: Academic Oversight of Self-Support Degree and Credit Certificate Programs

- All CSUN degree and credit certificate programs, whether offered using state funding (General Fund dollars) or self-support funding, are CSUN programs. As such, they are subject to all CSUN academic policies and standards governing degree and credit certificate programs. These policies and standards include requirements for approvals, accreditation, academic oversight, assessment and periodic program review.
- Self-support programs can set higher – but never lower – standards for admission and student academic performance. For example, since self-support programs are designed to serve primarily mid-career professionals, they may require additional years of work experience, a higher GPA, or a more robust personal statement as part of admission criteria. However, they will never have a standard lower than CSU and CSUN baseline criteria for undergraduate or graduate admissions.
- Whether a self-support program is a single discipline (offered by a single department) or multidisciplinary (offered by a single college with participation from multiple departments within or across college lines), the department (through the department chair) is responsible for the final approval of the course content when the program is initially offered in self-support, and at any time the course content is updated. The department chair also is responsible for approving the faculty/instructors assigned to each course carrying that department's course mnemonics. The dean of the college in which the department has its academic home has final review and approval of the full list of faculty/instructors for each cohort of each self-support program for which that college is the academic home. When the self-support program is a college-level multidisciplinary program rather than a department-level program and has a distinctive program mnemonic (such as Master of Public Administration, M.S. Knowledge Management and Bachelor of Arts Public Sector Management), the dean of the college that is the academic home for that program determines who within the college will be responsible for the initial and ongoing review of the content of each course and the assignment of faculty to teach courses. The dean of the college is responsible for the final review and approval of all faculty/instructors assigned to teach in each cohort of the program.
- Self-support degree or credit-certificate programs are developed by CSUN faculty selected to participate in program development by the department chair, with the final review and approval of the dean. This is true whether the program development project involves offering an existing state-funded degree or credit certificate program in self-support for the first time in a cohort format with a fully

integrated curriculum; or involves the creation of an entirely new degree or credit certificate program using self-support funding.

- Self-support degree and credit certificate programs go through the same department, college, university and CSU approvals as are required for a state-funded program. The same approvals are required for any program modification in a self-support program as are required for a state-support program. Self-support degree and credit certificate programs are subject to any program and/or college special accreditations that apply to the program when offered using state funding. This is in addition to requirements for academic oversight of the department for course content and instructor selection, review and approval by the dean, and oversight of the CSUN approval processes.
- All CSUN self-support degree and credit certificate programs have a department/college appointed faculty member who serves as the academic lead for the program, to help manage academic issues. The academic lead works in close collaboration with the department chair(s). For single discipline programs, the academic lead is nominated by the department chair and then approved and formally appointed by the dean of the college in which the program has its academic home. For multidisciplinary programs, the academic lead is a tenured faculty member appointed by the dean of the college in which the program resides, in consultation with the department chair(s).
- CSUN's self-support degree and credit certificate programs are developed using an established approach. (See Basic Principles of Program Development for CSUN Academic Degree and Credit Certificate Programs www.csun.edu/~exlinfo/policies/Aug2014/L_BasicPrinciplesOfProgramDevelopmentForDegreeAndCreditCertificatePrograms8-26-15.pdf). The faculty/instructor team (including the appointed academic lead) appointed and approved by the chairs of the department(s) and dean of the college(s) participating in the development of the program are responsible for the academic cohesion and integrity of the program. Working with the guidance and support of the assistant dean for program development in the Tseng College, the appointed faculty team works together in close collaboration to refine the program, establish learning goals, integrate the curriculum to create a cohesive learning experience at the program level, and develop instructional approaches.
- Once a self-support degree or credit certificate program is developed and approved, the academic lead, working in close collaboration with the department chair (or dean and/or associate dean for college-level programs), is responsible for regular oversight of the faculty teaching in the program, responding to student academic issues/questions, and helping to ensure student success.
- To facilitate continued program improvement, the full program development group will be periodically reconvened by the Tseng College's assistant dean for program development, working in close collaboration with the department chair and academic lead. (For college-level programs, the dean of the Tseng College confers with the dean of the college that is the academic home of the program before the assistant dean for program development reconvenes the faculty

teaching in the program). The Tseng College organizes and hosts reconvening meetings for program updates. The assistant dean for program development, working in partnership with the program's appointed academic lead, will facilitate discussion among the faculty team teaching in the program to determine how the program could be refined/updated to ensure that it remains on the forefront in terms of changes in the discipline and in professional practice in the field. The frequency of reconvenings is described in the Basic Principles of Program Development for CSUN Academic Degree and Credit Certificate Programs. Because CSUN offers its self-support programs (with one exception) in the cohort format, the faculty for each program, working with the assistant dean for program development and the academic lead, pay close attention to the learning community created, student achievement, the way one course builds on another, and how faculty in the program can work together to enhance the program and student success. This program level of academic oversight and regular review and improvement are in addition to regular department oversight of course content and approval of instructors, and in addition to the regular processes for approvals, periodic program review, WASC standards and processes, and any special accreditation requirements. For example, the self-support online M.S. Communicative Disorders is subject to the same special accreditation requirements and reviews as the CSUN on-campus state-support version of that degree program and, in turn, will need to make curriculum changes as accreditation requirements change.