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**San José State University**  
**Academic Senate**  
**Curriculum and Research Committee**  
**Organization and Government Committee**  
**May 6, 2024**  
**First Reading**

**AS 1874**

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

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

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

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

**Whereas:** Some of the terminology was outdated in the [S17-11](#) around committee membership; and

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[S75-14](#), which describes the program planning process and the use of “consultants” (external reviewers), contains outdated terminology and does not describe current practice; and

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

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

38 **Resolved:** that [S17-11](#) and [S75-14](#) be rescinded and the following become university  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

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44 Approved,  
45 all but Part III.B, C&R: April 22, 2024  
46 Vote: 8-0-12  
47 Present: Marc d'Alarcao, Megan Chang, Stefan Frazier, Marie  
48 Haverfield, Heather Lattimer, Ellen Middaugh, Scott Shaffer,  
49 Sahithya Swaminathan, Cristina Velarde, Hiu-Yung Wong  
50 (Chair)

51  
52 Absent: Kouros Amirkhani, Richard MocarSKI

53  
54 Approved,

55  
56 Part III.B, O&G: April 8, 2024  
57 Vote: 6-0-0  
58 Present: Andreopoulos, Baur, Chierichetti, Jochim, Johnson, Wright  
59  
60 Absent: Gambarin, Lee, Long, Muñoz-Muñoz

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63 Workload Impact: The optional college strategy meeting would add one  
64 meeting every program cycle (~every 7 years) that will  
65 involve the Dean's office and faculty/staff from the relevant  
66 department/school.

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68 Financial Impact: None

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

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76 **I. Authorization of the Academic Planning Process**

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78 San José State University continually monitors, updates, and improves its  
79 curriculum through the *academic planning process*. While this process is  
80 mandated by a Trustee policy as found in the Chancellor’s Memorandum AA 71-  
81 32, "Performance Review of Existing Degree Major Programs," SJSU’s  
82 implementation of the process is also independently authorized, augmented, and  
83 supported through this policy.

84  
85 **II. Academic Planning Goals**

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87 Academic Planning represents an opportunity for each program's faculty to  
88 improve their ability to accomplish goals that attract them to their profession,  
89 including educating students, advancing their discipline **through research,**  
90 **scholarship and creative activity**, and serving the community. By embracing  
91 rigorous internal and external examination of their program, faculty gain the  
92 perspective necessary to adapt to changing conditions, promote  
93 department/school health, and to provide an excellent quality education for their  
94 students.

95  
96 The four key goals of the Academic Planning process are:

- 97  
98 1) To promote a continuous internal review and planning process that will  
99 provide programs with purposeful future improvement.  
100  
101 2) To serve as a vehicle to help programs support the mission of the university,  
102 college, and department/school.  
103  
104 3) To provide an opportunity for programs to systematically assess their  
105 course offerings, achievement of student learning outcomes, student success,  
106 retention and graduation rates, and the faculty and instructional resources  
107 necessary for providing an excellent educational experience to students.  
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109 4) To provide an opportunity for programs to review their activities and how  
110 these activities strengthen the program and its goals.

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

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A. Charge:

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

B. Membership:

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

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

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

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

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

152

153 D. Responsibilities of APC:

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

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

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

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

164

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

168

169 vi. Members are expected to know the current guidelines and academic  
170 planning policy.

171

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

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

175

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

180

181 B. Student success services and initiatives.

182

183 C. Instructional and administrative staffing.

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185 D. Research, Scholarship and Creative Activities (RSCA).

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187 **V. The Process for Academic Planning**  
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189 A. For all steps of the academic planning process, all departments/schools,  
190 whether their programs are accredited or not, will follow the Academic Planning  
191 Guidelines and Academic Program Assessment Guidelines (available through  
192 Academic Innovation and Institutional Effectiveness, AIE), with all academic  
193 programs within one department/school participating in the same cycle, except  
194 under extraordinary circumstances as determined by the APC.  
195

196 B. Departments/schools with programs that are not subject to external  
197 accreditation will participate in academic planning every seven years.  
198 Departments/schools with accredited programs will participate in academic  
199 planning within a year after the completion of an accreditation review; **any report**  
200 **generated by the accreditation review shall be included in the academic**  
201 **planning process. The APC will contact departments/schools with program**  
202 **accreditation cycles of eight years or more to receive an update on progress**  
203 **and determine next steps.**  
204

205 C. The reflection and planning phase of the process shall take no longer than four  
206 semesters to complete and will be organized by the office designated by the  
207 Provost.  
208

209 D. Reviews by external accreditation agencies are considered the equivalent of an  
210 external reviewer evaluation, provided that such reviews address all criteria of  
211 the Academic Planning Guidelines. The APC will make the final decision as to  
212 whether the criteria of the guidelines are met.  
213

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215 ~~**VI. Evaluate the Academic Plan, Feedback, and Final Action Plan**~~  
216

217 ~~A. The program plan is evaluated by the PPC which determines whether the~~  
218 ~~review process was conducted in accordance with the published Program~~  
219 ~~Planning Guidelines, and whether the plan represents a reasonable effort to~~  
220 ~~meet the future needs of the students, faculty, and community. The Board of~~  
221 ~~General Studies (BOGS) is responsible for evaluating the General Education~~  
222 ~~portion of the self-study. \_\_\_\_\_~~  
223

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

252  
253 **~~VII. Annual Assessment Reporting of General Education and Program Learning~~**  
254 **~~Outcomes~~**  
255

- 256 ~~A. Programs are required to provide annual assessment updates between full~~  
257 ~~reviews. These updates are to the Director of Assessment. Two separate~~  
258 ~~assessments occur: one for GE courses within a program, and a second one for~~  
259 ~~student learning and achievement of the overall program learning outcomes.~~  
260

261 ~~B. The assessment forms are created by the college assessment facilitators and~~  
262 ~~the Director of Assessment.~~

263  
264 ~~C. The Director of Assessment reviews these reports and provides feedback to~~  
265 ~~programs in between their program planning cycles.~~

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