**NEW CONCENTRATION PROPOSAL**

All concentrations must be in compliance with [Executive Order 1071](https://calstate.policystat.com/policy/6741593/latest/) and [Senate Policy 14-9](http://www.sjsu.edu/senate/docs/S14-9.pdf):

Concentrations within degree program must constitute **less than half of the units required in the program**, which could include preparation for the major, core courses, and major requirements, including culminating experience units (project, portfolio, or 299).

* For Undergraduate Programs: At least 10% of the units for the degree must have a unique set of requirements for that concentration.
* For Graduate Programs: At least 30% of the units for the degree must be a unique set of requirements for that concentration.

Once proposal is complete, upload proposal via the New Program Proposal in [Curriculog](https://sjsu.curriculog.com/).

The following elements are required in your proposal:

1. **Name of the campus submitting the request, the full and exact title of the proposed aggregate of courses.**
2. **Delivery Mode and Type.** *Mode:**State-support, self-support. Delivery type: Fully face to face, fully online, or hybrid program.*
3. **Term and academic year of intended implementation.** *E.g., fall 2024.*
4. **Total number of units required for graduation.** *This will include all requirements (and campus-specific graduation requirements), not just major requirements.*
5. **Full and exact title of the degree major and concentration under which the aggregate of courses will be offered, where applicable.**
6. **Concentrations or specialization areas already existing under the degree major program for which the new aggregate of courses is proposed.**
7. **Department(s) to offer the aggregate of courses.** *Include a department contact, coordinator, or advisor for the concentration.*
8. **Purpose** **of the proposed aggregate of courses.** *For a concentration also include an explanation of how the concentration contains material that confers a distinct specialty.*
9. **Need for the proposed aggregate of courses.** *Student demand, workforce demand, evidence of student interest: 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. Consider specifying the expected number of majors in the initial year, and three years and five years thereafter and the expected number of graduates in the initial year, and three years and five years thereafter*
10. **Detailed curricular plan complying with Guidelines laid out in**[**S14-9**](http://www.sjsu.edu/senate/docs/S14-9.pdf)**.** *This includes a list of the courses, by catalog number, title, and units of credit, as well as total units to be required under the proposed aggregate of courses. \*Due to course impaction, any courses listed outside of department must have supporting documentation stating the home department is aware of course(s) being used in the proposal.*
11. **Catalog Copy***, which should include (1) a narrative description of the program; (2) admission requirements (for graduate programs), (3) a list of all required courses for graduation including electives, specifying course catalog numbers, course titles, prerequisites or co-requisites (ensuring there are no “hidden prerequisites” that would drive the total units required to graduate beyond the total reported in 2e above), course unit requirements, and any units associated with demonstration of proficiency beyond what is included in university admission criteria; and, (4) total units required to complete the degree*
12. **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 and grading option(s) for new courses. For graduate program proposals, identify whether each new course would be at the graduate- or undergraduate-level.*
13. **Side by side comparison of the current major, all current concentrations in the major, and the proposed concentration degree requirements to clearly show compliance with** [**EO 1071**](https://calstate.policystat.com/policy/6741593/latest/)**.**
14. **Faculty and Resources.** *(1) 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. (Coded Memo EP&R 85-20). (2) Describe facilities that would be used in support of the proposed program. (3) Provide evidence that the institution provides adequate access to both electronic and physical library and learning resources. (4) Describe available academic technology, equipment, and other specialized materials.*
15. **Instructional Resources.** *(1)* *Describe additional faculty or staff support positions needed to implement the proposed program. (2) 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). (3) 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. (4) 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.*
16. **Degree Roadmap**. *A semester by semester listing of courses that lead to a degree in four years. Note the road map must include all courses (including GE and electives), not just requirements for degree. If a particular GE course is desirable, it should be indicated; if the department has no preferred course within a particular GE Area, then the Area (e.g., Area C1) may be listed with no course specific. The degree Roadmap must be consistent with course prerequisites and the usual semesters in which major courses will be offered.*
17. **Assessment Plan and Curriculum Map.** *This should identify the planned assessment for the concentration. It is recommended to complete the CSU Chancellor’s Office (CO) templates:* [*Assessment Plan Template*](https://www2.calstate.edu/csu-system/administration/academic-and-student-affairs/academic-programs-innovations-and-faculty-development/Documents/Program-Assessment-Plan-Template.docx) *and* [*Curriculum Map Template*](https://www2.calstate.edu/csu-system/administration/academic-and-student-affairs/academic-programs-innovations-and-faculty-development/Documents/CurriculumMapMatrixTemplate.docx)*.*
18. **Self-Support Programs.** *(1) Confirm that the proposed program will not be offered at places or times likely to supplant or limit existing state-support programs. (2) Explain how state-support funding is either unavailable or inappropriate. (3) Explain how at least one of the following additional criteria shall be met: i. The courses or program are primarily designed for career enrichment or retraining; ii. The location of the courses or program is significantly removed from permanent, state-supported campus facilities; iii. The course or program is offered through a distinct technology, such as online delivery; iv. 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; v. 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. (4) For self-support programs, please provide information on the per-unit cost to students and the total cost to complete the program: CSU CO’s* [*Budget Template*](https://www2.calstate.edu/csu-system/administration/academic-and-student-affairs/academic-programs-innovations-and-faculty-development/Documents/5-year-budget-template-sample.xls)*.*