

# College of Education (CED) FULL Program Change Proposal Form and Guide

## Sponsoring Faculty Member Proposing a Program Change

Name:

Department:

Email:

Phone:

***Prior to Department Curriculum Committee review, consultations with impacted parties must be conducted, the proposed changes must be entered into Curriculog (<https://csulb.curriculog.com>) and the university Curriculum Office must complete a technical review. With the exception of the rationale, Curriculog only requires submission of elements of the curriculum proposal that will appear in the University Catalog, whereas the department/College approval process requires additional documentation. See the [College of Education Overview: Steps in the Curriculum Process](#) document for more detail.***

☐ Curriculog technical review completed on date:

Does the proposal involve a degree elevation? ☐ Yes ☐ No

*(If YES, you must also complete the Elevating Options to a Full Degree Program Template and WSCUC Substantive Change Screening Form. Note that changes to a program that is also undergoing an elevation require submission of this CED Program Proposal Form; however, changes to the program are not submitted via Curriculog if a simultaneous elevation is involved. See the [College of Education Overview: Steps in the Curriculum Process](#) document for more detail.)*

- A. Current/Proposed Program Title (*if changing from current, provide both proposed and current program title*):
- B. Proposed Description (*enter n/a if a current Catalog program description remains accurate*):
- C. Proposed Catalog Copy (*include sections as applicable for Prerequisites; Application Information, Classified Admission, Advancement to Candidacy, Program Requirements, etc.*):  
*For program changes, submit a PDF of current Catalog with your proposal.*
- D. Detailed Overview of Changes to Program (*include changes to admission requirements, courses to be added or dropped plus any other changes*):
- E. Proposed program change rationale (*with a university audience in mind, provide a clear rationale for the proposed program change, explaining each component of the program change thoroughly; this rationale should be the same as what is entered into Curriculog*):
- F. Program Learning Outcomes (PLOs) and Institutional Learning Outcomes (ILOs)
  - *Complete the table below to 1) list PLOs in the top row and 2) list the courses where a specific PLO aligns with the ILOs in the appropriate boxes. Note that not all PLOs will align with an ILO. Add or delete columns as needed for the relevant number of PLOs.*

- *Note: Some ILOs are undergraduate focused and will not directly align with CED PLOs*
- *Note the university ILOs can be found at <https://www.csulb.edu/academic-affairs/program-review-and-assessment/institutional-learning-outcomes>*

<div>Program Learning Outcomes</div> <div>Institutional Learning Outcomes</div>	PLO 1: (Identify PLO here)	PLO 2: (Identify PLO here)	PLO 3: (Identify PLO here)	PLO 4: (Identify PLO here)	PLO 5: (Identify PLO here)	PLO 6: (Identify PLO here)
Communication, Numeracy, Critical Thinking Skills						
Critical and Ethically Engaged in Global and Local Issues						
Knowledgeable and Respectful of Diversity						
Integrating Skills of Liberal Education						
Collaborative Problem Solving, Research, Creative Activity						

**G.** Overlap and/or Complementarity (*describe any course cross-listing or redundancy across the College or University, and/or describe how the changes complement current course/program offerings*):

**H.** Program Fit and Enhancement (*in 1-2 paragraphs, provide evidence that the proposed curriculum is aligned with relevant elements of the CED mission, vision and strategic plan*):

- CED Vision and Mission Statements: <https://www.csulb.edu/college-of-education/vision-and-mission>

- CED Strategic Plan: [http://www.csulb.edu/sites/default/files/u48211/ced\\_strategic\\_plan.pdf](http://www.csulb.edu/sites/default/files/u48211/ced_strategic_plan.pdf)
- I. Reflection of Current Theory and Practice (*include a concise, 2-3 paragraphs, review of the current research, theories, and practice that inform this program; cite sources using APA style.*):
- J. Proposed Target Audience (*in 1-2 paragraphs, describe target population*):
- K. Instructor, Facility, Resource and Fiscal Implications (*in 1-2 paragraphs, describe implications*)
- L. Overview of the development of the proposal (*describe or outline the impetus for the proposal, such as department meeting recommendations, student feedback, curricular innovation grant, accreditation, or executive order*):
- M. Documentation of consultation (*attach documentation from the following impacted parties where applicable*):
  - Your department chair (required)
  - Relevant advisor (required; i.e., the Liberal Studies Lead Advisor, Associate Director of TPAC, Director of Graduate Studies Office or Associate Director of Doctoral Program)
  - Impacted CED faculty and/or program coordinators
  - Impacted CED department chairs
  - Impacted CSULB department chairs or faculty