Frequently Asked Questions

Revised December 2018

Executive Order 1071 Revised January 20, 2017
Delegation of Authority to Approve Subprograms (Options, Concentrations, Special Emphases) and Minors
and
Coded Memorandum ASA-2017-02 *Accurate National Enrollment and Degree Reporting*

During the consultation phase for revising Executive Order 1071 and Coded Memorandum ASA-2017-02, the Academic Senate CSU, campus senates, presidents, provosts, academic associate vice presidents, individual faculty and others provided feedback. The following questions represent the most frequently expressed concerns. Related answers were provided during the consultation period and are included below.

1. **What do these new policies require?**
   Answer: To ensure accurate reporting of degree-related data, a Chancellor's Office approved degree program title, associated CSU degree code, Classification of Instructional Programs (CIP) code, and CIP definition need to reflect more than 50 percent of the required major core. Subprograms (options, concentrations, special emphases, and similar) need to represent less than 50 percent of the major requirements.

2. **What is a "major core"?**
   Answer: The major core or program core is the set of courses required of all students pursuing a major degree program. The core shall represent the majority of required units, allowing the program student-learning outcomes to be achieved by all enrolled students, regardless of subprogram pursued.

3. **Does the revised executive order change the review process for adding concentrations and other subprograms? There appears to be an additional level of scrutiny beyond "giving notice."**
   Answer: Presidents still have authority to approve concentrations, and the Chancellor's Office is still responsible for ensuring that subprograms (options, concentrations, and special emphases, among others) comply with all applicable policies. Chancellor's Office review of subprograms does not evaluate curricular coherence, rigor or similar review criteria.

4. **Why is this distinction required?**
   Answer: When the Chancellor approves a campus degree proposal, a specific set of curricular requirements is approved, and an appropriate related CIP code (with an associated curriculum definition) is assigned for reporting purposes. The codes assigned are used to track enrollments, degrees granted, retention, time-to-degree, and financial aid, among other data. Through Intersegmental Postsecondary Education Data System (IPEDS), these CSU data are submitted to the federal government.

We have learned that some campuses have added large-unit concentrations, options (and other subprograms) within approved degree programs, at the same time diminishing the curriculum originally approved by the Chancellor's Office. This can result in invalid IPEDS reporting. Accurately aligning degree title, required courses, degree code, CIP code and the related CIP definition critical to providing valid data to IPEDS. Inaccurate reporting of data can result in resource consequences, including federal fines.

Other considerations include:

- Consistent titles, codes, and CIP definitions—across the CSU—result in a systemwide achievement of comparable meaning and integrity in degree programs with the same title.

- Students should receive a diploma with a degree title reflecting the majority of required courses.

- Employers should be able to understand the curriculum and student preparation represented by a degree title.

- Program degree requirements that align with the appropriate CIP code are critical to the processing of both undergraduate and graduate student visas, which are reviewed by the U.S. Department of Homeland Security, Immigration and Customs Enforcement.

5. **Is conforming to IPEDS reporting requirements a sufficient justification for changing curriculum?**
   Answer: IPEDS reporting has not forced the curriculum to change, but a review of data has made us aware of irregularities in CSU degree programs. For the reasons explained above, this needs to be resolved.

6. **Will this policy-update result in the loss of programs?**
   Answer: This policy is not a directive to reduce the number of degree programs. Campuses will make local decisions about how to bring high-unit subprograms into compliance. As always, mission, societal demand and resources will be part of local decisions.

7. **Will this cause degree programs in many disciplines to lose their accreditation?**
   Answer: Degree requirements are expected to comply with accreditation standards. Accrediting bodies (such as WASC) have placed increased emphasis on the meaning, quality and integrity of degrees, with a focus on student learning outcomes and program-level assessment. When the majority of required courses in a major are the same (a core), that provides greater meaning and integrity of the degree, no matter which concentration is

pursued. Common student learning outcomes across a degree are required in order to conduct meaningful assessment and program review for ongoing quality improvement.

8. **Will you allow all current programs that are out of compliance to remain that way (Can they be grandfathered in)?**
   Answer: In order to achieve accurate reporting, there will be no grandfathering allowed for out-of-compliance subprograms and unauthorized degree programs. Instead, campuses may decide among a number of choices for achieving compliance. The campus may adjust the proportion of courses in the major core and in the subprogram, may discontinue the subprogram, or may propose a new degree program developed from the subprogram.

9. **Will graduate programs be treated differently than undergraduate programs?**
   Answer: All degree programs report to IPEDS; therefore, undergraduate and graduate programs are subject to the same policy requirements.

10. **Do courses that come from other departments count as part of a degree core?**
    Answer: The courses required in the core are subject to these policies; there is no consideration of the department offering major core courses.

11. **What is the process for discontinuing degree programs and subprograms?**
    Answer: Campuses are required to follow campus discontinuation policies.

12. **What is the timeline for implementation?**
    Answer: Existing subprograms will be required to come into compliance by their next scheduled program review. Extensions may be granted for exceptional circumstances. Program changes requiring Chancellor's Office action may be submitted at any time and do not have to be held until the next scheduled program review.

13. **Is there a different timeline for campuses undergoing quarter-to-semester conversion?**
    Answer: Programs found to be out of compliance have until the next program review to accomplish the needed changes. This may translate to from five-to-seven years beyond 2017, the year the revised executive order is implemented. If quarter-to-semester conversion requires additional time to address curriculum revision, the campus academic associate vice president may contact the Chancellor's Office to work out a reasonable accommodation.

14. **How are ITEP programs affected by EO 1071?**
    Answer: ITEP programs are required to show a core that makes up the majority of the degree program, but any credential specific courses will be considered independently of any

concentration courses. Credential courses will not be counted as part of the concentration, since they are specific to the credential.

15. **Can the core of a program contain "select from" lists?**
    Answer: If the list of courses that a student may select from all cover the same expected learning outcome this is allowable. It is expected that this would be a small percentage of the core.

16. **How do I report major and concentration units on an ongoing basis?**
    Answer: If curricular changes are approved on campus, the degrees database editor should be informed in order to make the appropriate updates to the record. When a new degree or concentration is approved, the "Additional Information" box on the concentration screen should be completed.

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Resources for more information:

CIP
https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55

CSU Degree Codes, Titles, and CIP Definitions
https://www.calstate.edu/csu-system/administration/academic-and-student-affairs/academic-programs-innovations-and-faculty-development/Documents/CSU_Codes_to_CIP_2020.pdf

IPEDS
https://nces.ed.gov/ipeds/

Search CSU Degrees and Subprograms
http://degrees.calstate.edu/

For further information:
Please direct curriculum-related or degrees database-related questions to Tamra Donnelly at tdonnelly@calstate.edu or (562) 951-4216. For more information about reporting procedures, please contact Dr. Edward Sullivan at esullivan@calstate.edu or (562) 951-4767.