

Action Notes for Decreasing Costs through Rigorous Curricular Coherence (see spreadsheet)

Strategy: Reorganize GE with regard to fiscal efficiency

Action steps:

1. Distinguish among courses that are GE only, service courses, major courses, and various combinations of each. (*Analytic Studies in collaboration with departments*)
2. Analyze the number of GE seats occupied in each area over the past three years; average the numbers. (*Analytic Studies*)
3. Identify a set of courses to schedule for each area, based on efficiency, effectiveness, availability of instructors. (*VProvost and Associate Deans, in collaboration with departments*)
4. Determine a course rotation for each area. (*VProvost and Associate Deans, in collaboration with departments*)
5. Work with departments to adapt their curricula as necessary (e.g., in the case of two similar courses, if the one no longer to be offered is required or recommended in a program). (*Associate Deans*)
6. Make appropriate changes in catalog copy, CMS, relevant other materials. (*Registrar's office*)
7. Implement the new course rotation.

Strategy: Teach more large sections

1. Reach agreement on compensation structure for large-lecture teaching (Deans, Academic Personnel Services)
2. Identify appropriate courses to offer through larger sections. (VProvost, Deans/Associate Deans, in collaboration with departments)
3. Plan a schedule that distributes larger classes across the full day and week. (VProvost, Deans/Associate Deans, in collaboration with departments and Registrar's office)

Strategy: Improve advising

Action steps:

1. Appoint a small faculty task force to define/identify FIVE specific results that characterize good advising: how would we know, in retrospect, that a student had been advised well? (Provost's Council)
2. Forward a recommendation to the Faculty Affairs Committee to incorporate those specific advising outcomes into the criteria for evaluating teaching. (Task force)
3. Take recommended changes to Appendix J to the Academic Senate for approval. (Faculty Affairs Committee)
4. Have the Faculty Development Coordinator collaborate with the Advising Center in providing workshops aimed at enhancing advisors' strategies for achieving the five specific advising outcomes.

Strategy: Develop policy to limit repeats of courses for continued accrued credit

Action steps:

1. Develop list of courses that allows unlimited repeats (*Analytic Studies*)
2. Request department chairs/curriculum committees review and place reasonable, affordable limits on such classes (*Deans*)
3. Code new limits into banner/CMS that restricts registration once limit is reached (*Department Coordinators, Registrar's Office*)

Strategy: Review and revise major-program curricula and course rotation to ensure that freshmen entering the major in any fall semester can complete the major degree requirements in four years

Action steps:

1. Draft policy to present to Ed. Policies committee mandating that all departments have an established multi-year course rotation in place and posted electronically. (*Provost's Council*)
2. Review curricula and plan the rotation; make curriculum changes as necessary and submit to Dean/Associate Dean for review (*Departments*)
3. Post the course rotations to the department website (*Departments*)
4. Departments should use this rotation in their advising efforts to ensure that students who enter their major in any fall semester can complete the major degree requirements in four years.

Considerations:

1. Staff plans
2. May need to modify rigid course sequencing

Strategy : Design alternatives to high-failure GE courses

Action steps:

1. Identify high-failure, high-enrollment GE courses. (*Analytic Studies*)
2. Work with Associate Deans to find successful alternative course(s) at other CSUs to serve as models (*VProvost*)
3. Work with departments to identify faculty who can develop and pilot similar course(s) (*Deans/Associate Deans, with VProvost*)
4. Reach agreement with relevant department(s) regarding terms of the development and pilot process (*Provost, VProvost, Deans*).
5. Complete course approval process. (*Department*)
6. Offer new course on a pilot basis. (*Department*)

Strategy : Enforce repeat policy limit of one repeat for grade forgiveness

Action steps:

1. Suggest Ed policy committee/Academic Senate rewrite existing policy to clarify that it pertains to repeats for grade forgiveness of earlier attempts (*Provost's Council*)
2. Request registrar's office to bar enrollment in third attempt unless petition approved (*Provost's Council*)
3. Develop set of guidelines by which instructor, department chairs and deans can review petitions for exception (e.g. all other students needing course have a seat, chair of major department must also approve.) (*Ed Policies*)

Strategy: Strictly reduce redundant programming when it can reduce costs (e.g., when two underenrolled courses can be combined)

Action steps:

1. With the help of the Advising Center and the Associate Deans, identify possible duplications. (*Vice Provost*)
2. For each set of possible duplications, convene the relevant chairs, associate deans, vice provost, and instructors of the courses (*Vice Provost, Dean/ Associate Dean*). Possible courses of action include
 - a. Revising each program's curriculum such that it incorporates the other program's equivalent course, making it possible to agree upon a rotation of the courses allowing students from both/all programs to enroll in whichever version is offered in a particular semester.
 - b. Discontinuing both courses and collaborating on the design of a new course meeting the needs of both programs.
 - c. Discontinuing the smaller of the courses and revising its program to that students can take the remaining course in its place.
 - d. The course of action taken will depend on the availability of faculty.
3. Submit relevant curricular change documents. (*Department*)
4. Implement the changes in schedule and catalog. (*Registrar's office*)

Strategy: Require undeclared students with 60 units or more to declare major

Action steps:

1. Suggest that ed policy committee change wording of current policy that strongly recommends students to declare major by 60 units to "require" (*Provost's Council*)
2. Suggest that ed policy committee change enforcement from loss of registration priority to inability to register until major is declared (*Provost's Council*)

3. Request that Admissions require a specific major of all upper division transfer students (*Ed Policy Committee*)