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ACADEMIC AFFAIRS  
OFFICE OF THE  
DIVISION OF ACADEMIC AFFAIRS

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To: Deans, Associate Deans and Department Chairs  
From: Donald J. Para, Provost and Senior Vice President for Academic Affairs  
Subject: New Curricular Process Guidelines

At the June 2011 Deans' Retreat, deans and senior staff engaged in a substantial discussion of the necessity, in a time of diminished resources, to streamline curriculum and reduce the workload associated with the large amount of curricular development and revision routinely generated by CSULB faculty. As the budget picture grew more dismal, further consultation with deans, associate deans, staff and administrators resulted in the guidelines below.

The workload associated with academic curricula is substantial. In the December 2010 curriculum cycle alone, there were 503 changes to individual courses and 96 changes to program requirements. This workload falls not only on Enrollment Services staff who must code and recode the PeopleSoft system with each curricular change and on the staff of the Curriculum and Articulation Offices, but also on the curriculum committees and their staff support at each level of review. When courses and program requirements change, advisers face an added burden. With faculty and staff across the university doing more with less, it is important to identify ways to reduce workload in this area.

Some strategies already have been put in place, including the implementation of a single curriculum cycle each academic year and a moratorium on cosmetic changes to course prefixes and numbers. With signifi

