

INTERIM POLICY ON PROGRAM IMPACTION

Enrollment management strategies will evolve with the consultation of appropriate constituencies, so that the use of selection criteria or other techniques shall not distort the institutional commitment to the desired array and balance of programs. Such procedures shall also uphold access and diversity principles at Sacramento State. Programs are advised to explore alternatives to impaction prior to applying for program impaction status.

General Policies for Impaction

1. Request for impaction will be treated for review purposes as a substantive program change.
2. Impaction requests are normally initiated at the department level.
3. The programmatic and resource review should address the effect of impaction as it relates to demand on the program, resource capacity, effects on other programs, additional admission criteria and maintaining diversity.
4. Impaction requests and yearly reviews follow the established campus approval process, which includes faculty review at the department and college levels, academic senate review, as well as administrative review and approval. CSU system approval is also required.
5. At the campus level, each request for program impaction shall be accompanied by a completed Program Impaction Request Form, approved by the Dean of the College. **[Note: add a link to Academic Affairs and ask AA to put a link to this form]**
6. Program impaction designation is granted for one year. Continuing program impaction status requires yearly campus review and approval, and CSU system approval.
7. Full reapplication for program impaction status, at the campus level, is required after any 4 year impaction period. Such applications must be submitted according to campus deadlines for status to be awarded into the fifth year for another four year cycle.

Initial Application and Full Reapplication (Every Four Years)

For the initial program impaction proposal and subsequent full reapplications for impaction, programs should address the following:

1. Demand and capacity

Complete (and include) the table of information required for the systemwide impaction application, listing program capacity and demand. Explain the methodology to calculate each number. For example, capacity may be limited by physical (or other) resources, class/ pedagogy delivery format (lab versus lecture versus discussion), faculty workload, accrediting organization, and/or professional certification organizations.

2. Considerations of alternatives to impaction

Describe and explain any other solutions which have been considered to mitigate overload or capacity problems, such as:

- reducing service course offerings not required in the program (e.g., courses servicing other programs, general education courses, elective courses).
- restricting access to program course offerings (e.g., by major code).
- re-organizing program offerings into more rigid schedules (e.g., use of cohorts).
- reducing required coursework in the program.
- discontinuing other programs/options/concentrations offered in the same unit.
- gaining access to larger classrooms or laboratories.
- other.

3. Admission process

All admission criteria must adhere to current university policy. Describe all applicable admission criteria.

A. Prerequisite courses and or unit requirements

i. List prerequisite coursework

- Explain why this pre-requisite coursework was selected.
- List any minimum grade requirements for pre-requisite coursework and maximum number of times a course can be repeated in the context of earning the minimum grade for admissions consideration. What data, if any, was this based upon?

ii. List minimum prerequisite unit requirements.

- Explain why this pre-requisite unit requirement was selected.
- What data, if any, was this based upon?

B. Minimum grade requirements

- Overall GPA
- GPA for prerequisite coursework.
- GPA in minimum number of completed units.
- GPA in last stipulated number of completed units.
- What data, if any, was this based upon?

C. Other admissions considerations

- i. List other criteria that will be used to evaluate other skills and experiences e.g., past work experience, extra-curricular activities, second languages, veteran status).
- ii. List admission strategies that will be used to mitigate against adverse impacts on diversity and access (e.g., first generation college status, socioeconomic factors, historically disadvantaged status).
- iii. What data, if any, was this based upon?

D. Admission decisions

- i. Describe the ranking procedure that incorporates criteria from A, B and C above.
- ii. Describe the appeals process in the case of denied applicants.

4. Monitoring impact on the campus community

A. Effect on other campus programs

- i. List campus programs that may be affected and the magnitude of that effect.
- ii. Describe the consultation process between the program seeking impactation, and other programs and administration.
- iii. Describe changes in university wide resource allocation and how these will be managed to ensure impactation does not distort the institutional commitment to the desired array and balance of programs.

B. Effect on students

- i. How will students who have been denied program admission be advised and accommodated within the university?
- ii. Outline how courses will be restricted to accepted majors.
- iii. How will impactation affect access and diversity within the program?

C. Outline the plan to monitor future enrollment trends, resource needs and continuing effects of impactation on the campus community. This plan will be used to justify consideration of subsequent applications for impactation.

Annual Review of Programs Seeking Continued Impaction (Prior to Full Reapplication after Four Years)

For the annual review for impaction, programs should address the following:

1. Demand and capacity

Complete (and include) the table of information required for the systemwide impaction application,, listing program capacity and demand. Explain the methodology to calculate each number. For example, capacity may be limited by physical (or other) resources, class/ pedagogy delivery format (lab versus lecture versus discussion), faculty workload, accrediting organization, and/or professional certification organizations.

2. Changes to original program impaction proposal.

Explain and justify any changes to information, criteria, processes or data that was submitted in the original program impaction proposal.

3. Monitoring impact on the campus community

Explain how the effects of program impaction are being monitored and include an updated monitoring plan, with data collected to date.

4. Monitoring impact on access and diversity

Explain how the effects of program impaction on access and diversity are being monitored and include an updated monitoring plan, with data collected to date.