

## CSU Lower Division Common Core - Process Outline

This process document accompanies descriptive documents outlining the nature, history, and philosophy of the Lower Division Common Core project. This outline is intended as a guide to undertaking a Lower Division Common Core project.

### Proposal Process:

- 1) Initial proposal components – each Lower Division Common Core project is initiated by a project proposal. The project proposal can vary in length but, must include the following:
  - A list of those people who will be coordinating the project and their contact information.
  - An overview of the proposed process for achieving a consensual lower division common core.
  - A detailed timeline for the work of the group – projects generally take 1-2 years to complete
  - A budget of proposed expenses related to group meetings and information dissemination
- 2) The completed draft proposal is submitted to Student Academic Support at the CSU Chancellor's Office in order for it to be reviewed by an Academic Senate review committee. Consultation on proposal construction is available throughout the process.
- 3) Changes (if needed) are recommended and a final proposal, timeline, and budget are approved by the Academic Senate review committee.

### Project Process:

- 1) The Lower Division Common core project is intended to involve meetings of CSU Department Chairs (or their designees) from each campus in the CSU system that offers the specified major.
- 2) The intent of the core project is to have between 1 and 3 meetings of all relevant CSU department chairs to discuss those course offerings which represent the common curriculum and subsequently agree upon a common core of four or more courses which are common to all CSUs offering the specified major.
- 3) The common four (or more) courses identified are intended to be California Articulation Number (CAN) system classes. CAN courses are to be accepted in that specified major at all CSU campuses offering that major. As such existing CAN course descriptors are either updated in the Lower Division Common Core process or new CAN descriptors are developed in conjunction with the CAN system office.

- 4) An update report is required of each project each Lower Division Common Core project at the end of each year of the project. The update report includes information on progress, relevant costs, and projected completion date. The update report is submitted to Student Academic Support and forwarded to the Academic Senate review committee.
- 5) Once agreed upon and refined, the CAN courses (Lower Division Common Core) are to be committed to list including the revised CAN descriptor language and a systemwide grid (which will be provided) in order to allow the course information to be posted on the web and shared widely in electronic and print forms as the systemwide Lower Division Common Core of courses for that major.

The Lower Division Common Core project is a project of the CSU Academic Senate and is supported administratively by Academic Affairs at the CSU Chancellor's Office. Project chairs have regularly scheduled meetings with the Chair of the CSU Academic Senate to discuss issues of common concern and project progress. Questions as to processes and procedures can be directed to Dr. John Karras, in Student Academic Support, at (562) 951-4707 or [jkarras@calstate.edu](mailto:jkarras@calstate.edu).

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### Sample - Project on Lower Division Requirements in the Major - Course Offerings Grid

CAN Course & Titles	Bakersfield	Channel Islands	Chico	Dominguez Hills	Fresno	Fullerton	Hayward	Humboldt	Long Beach	Los Angeles	Maritime Academy	Monterey Bay	Northridge	Cal Poly Pomona	Sacramento	San Bernardino	San Diego
<b>CAN 1</b> Seq. A & B Course title	A, R		A, I	A*	A, R		A	A, R, I	A	A		A	A*		A, R		A, R, I
<b>CAN 2</b> Seq. A & B Course title	A, R		A, I	A*	A, R			*	A	A		A	A*		A, R		A, R, I
<b>CAN 3</b> Seq. A Course title	A, R		A, I	A*	A, R		A	*	A	A		A	A*		A, R		A, R, I
<b>CAN 4</b> Seq. B Course title	A, R		A, I	A*	A			*	A	A		A	A*		A, R		A, R, I
<b>Other campus requirements</b>					R Soc. 110												

- Key:**
- A** = Course accepted in major
  - R** = Course required by campus
  - I** = Impacted major - see campus specific major and admission requirements
  - \*** = Special conditions exist on this campus - see campus specific information

**Note:** The information represented in this chart is snapshot information taken in fall semester, 2003. The chart is updated annually. See campus catalog;

**Note:** Tap on the CSU campus abbreviation for a link to the campus specific information on this major

**Note:** Seq. A & B are courses that must be taken in order. Pick either **A** or **B** as a sequence of courses.

**Note:** A blank box indicates that the course noted is not available at that campus

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