Office of the President
California State University, Chico

Executive Memorandum 19-034

December 19, 2019

From: Gayle E. Hutchinson, President

Subject: Suspension of the Master of Arts in Recreation Administration

Upon the recommendation of the Academic Senate and the concurrence of the Provost, I approve the Suspension of the Master of Arts in Recreation Administration, effective immediately.

Policy Title:	EM 19-034 Suspension of the Master of Arts in Recreation Administration
Contact:	Department of Recreation, Hospitality, and Parks Management
Supersedes:	
Revision:	
Enabling Legislation or Executive Order:	

Suspend Graduate Program: See EM 13-057

Program Name: Recreation Administration

Program named above is (complete only if applicable):

___ **Option within** _____
(Degree program name)

___ **Certificate**

Brief rationale for suspension: (attach additional pages if more space is needed):

For the past five years the Department of Recreation, Hospitality, and Parks Management has jointly staffed a graduate program with CSU, Sacramento and San Francisco State University. The program's mode of instruction is hybrid with six core courses offered annually through distributed mode of instruction (Zoom supported by SFSU's iLearn learning management system). Each campus maintains its own admission and exit standards and offers its own electives. In March of 2019, colleagues at CSU, Sacramento informed CSU, Chico and SFSU of their desire to withdraw from the joint program and return their program to traditional mode of instruction. CSU, Chico does not currently have the resources to offer a graduate program without partners.

Required Signatures

The Department of Recreation, Hospitality, and Parks Management
has reviewed and approved this program suspension.

Chair, Department Curriculum Committee — Date 5/14/19

Department Chair — Date 5/15/19

The College of Communication and Education
has reviewed and approved this program suspension.

Chair, College Curriculum Committee — Date 9/20/19

College Dean — Date 10/1/19

The Office of Graduate Studies has reviewed and approved this suspension

Dean of Graduate Studies — Date 10/2/19

The proposal to suspend will be submitted to EPPC for approval. EPPC will notify the Provost of its recommendations. Upon approval of the program suspension, notice that the program has been suspended will be sent to students, advisors, units, and agencies involved in advising or providing information regarding programs on this campus.

Suspend Graduate Program: See EM 13-057

Send signature page with proposal attached to Curriculum Services at zip 128

Note: As stated in EM 13-057: Suspension of an Academic Program is used when an academic program needs to be examined, strengthened, and/or modified in order to effectively serve students. Suspension of a program follows a different process and has different goals from Discontinuation of Programs. Program discontinuance should be proposed when a program is not viable or a plan for improvement has failed. While Suspension of a program is temporary, Discontinuation of a program is permanent. (See Guidelines for Discontinuing Programs, EM 15-005 and Guidelines for Budget-Induced Academic Program Elimination, EM 93-017, AS Resolution 2596-03.)

Attach additional pages as needed to answer the following questions:

1. **Describe areas of concern as they pertain to the proposed suspension:**

There are two primary areas of concern. First, the timing of CSU, Sacramento's decision to withdraw from the three campus partnership for graduate education leaves the two remaining partners inadequate time and resources to continue the program in fall 2019. Another second concern is a reduction in RHPM faculty tenure-track positions and the primacy of the undergraduate program. The department has developed a "teach out" plan for currently enrolled students.

2. **Describe the improvement plan and timeline to address areas of concern:**

The department anticipates a two – four year program suspension to review options, identify new campus partners, review the course sequence and staffing, and recruit a new cohort of students. Authorization for new RHPM tenure/tenure-track lines to replace pending retirements will be an essential element influencing the timing of the program relaunch. The department chair and graduate coordinator will work with the CME deans and SFSU colleagues during the summer to draft an improvement plan and timeline for the suspension period under various scenarios.

3. **Provide evidence of consultation with faculty, administrators, students, and related stakeholders in the collaborative preparation of the plan, assessment, and timeline. Evidence may include but is not limited to dates, times, minutes, and vote counts from meetings, lists of attendees, correspondence, etc.**

CSU, Sacramento informed the department of its intent on March 14, 2019. Multiple meetings with RHPM faculty, Dean Trethewey, and Associate Dean Deborah Summers followed (April 3-17) and program suspension was determined to be the most appropriate course of action although the timing was not specific. To enable current program applicants to receive refunds of application fees, the Office of Graduate Studies suspended the program on April 23, 2019. Fall 2019 program applicants received this message via email: *"Due to a series of unexpected circumstances beyond the faculty's control, the Recreation, Hospitality, and Parks Management graduate program is suspended effective immediately. The program suspension will likely last at least until Fall 2021."*

The proposal to suspend will be submitted to EPPC for approval. EPPC will notify the Provost of its recommendations. Upon approval of the program suspension, notice that the program has been suspended will be sent to students, advisors, units, and agencies involved in advising or providing information regarding programs on this campus.

California State University, Chico
Chico, CA 95929-0560
Department of Recreation, Hospitality and Parks Management
530-898-6408
http://www.csuchico.edu/rhpm

May 6, 2019

To: Daniel Grassian
Fr: Laura McLachlin, Graduate Coordinator, RHPM Department
Re: Plan for current RHPM Graduate students
Dc: Dean Angela Trethewey, Dean Sharon Barrios

In Fall 2019, there will be 13 students in the RHPM Graduate program. The RHPM department is committed to a "teach out" plan that will enable each student to complete her or his MA degree in a timely manner.

Two faculty members, Dr. Emilyn Sheffield and Dr. Laura McLachlin have committed to supervising all remaining RHPM 699T and RHPM 699P courses, so the students can complete their MA degrees in Recreation Administration. Below is a summary of the expected graduation dates for these 13 students. Later graduation dates correspond to students studying recreation therapy which requires a full-semester internship and additional coursework.

- 3 students should graduate in Fall 2019.
- 4 students should graduate in Spring 2020.
- 3 students should graduate in Fall 2020.
- 3 students should graduate in Spring 2021.

To ensure that students can continue to make adequate progress towards their degrees, the department will offer the following courses each term to enable the students to complete their degrees.

- RHPM 689 – Graduate Internship
- RHPM 697 – Graduate Independent Study
- RHPM 699P – Master's Project
- RHPM 699T – Master's Thesis

The RHPM Department will offer seven to eight 400 or 500 level courses each term to provide more choices for students.

Additionally, several research methods courses in other departments may be useful options to the graduate students. These College of Education and Communication courses include:

- CMST 602 – Seminar in Communication Research Methods
- EDMA 610 – Intro to Inquiry to Education
- EDMA 611 – Research Seminar in Education
- KINE 602 – Research Design in KINE
- KINE 621 – Research on Teaching and Learning in PHED
- KINE 601 - Statistical Methods in KINE
- CMST 603 – Approach to Human Communication Research
- GRST 899 (adjunct enrollment) will continue to be available through RCE to provide additional flexibility for students.

California State University, Chico
Office of the Vice Provost for Academic Programs
Chico, CA 95929-0110

M E M O R A N D U M

Date: May 8, 2019

To: Dr. Alison Wrynn, Interim Assistant Vice Chancellor, Academic Programs and Faculty Development and Interim State University Dean, Academic Programs

From: Dr. Daniel Grassian, Vice Provost for Academic Programs, Chico State *Daniel Grassian*

Cc: Dr. Debra Larson, Provost and Vice President for Academic Affairs, Chico State
Dr. Angela Trethewey, Dean, College of Communication and Education, Chico State
Dr. Emilyn Sheffield, Department Chair, Recreation, Hospitality, and Parks Management, Chico State
Dr. Laura McLachlin, Ph.D., Graduate Coordinator, Recreation, Hospitality, and Parks Management, Chico State
Dr. Sharon Barrios, Dean of Graduate Studies, Chico State

Dear Dr. Wrynn,

As mentioned during the April 24, 2019 AVP meeting in Long Beach, I am writing to let you know that Chico State intends to begin the suspension process of the M.A. in Recreation, Hospitality, and Parks Management (RHPM)

For the past five years, the RHPM department has jointly staffed a graduate program with CSU, Sacramento and San Francisco State University. The program's mode of instruction is hybrid with six core courses offered annually through a distributed mode of instruction (Zoom supported by SFSU's iLearn learning management system). Each campus maintains its own admission and exit standards and offers its own electives. In March of 2019, colleagues at CSU, Sacramento informed CSU, Chico and SFSU of their desire to withdraw from the joint program and return their program to a traditional mode of instruction. Unfortunately, CSU, Chico does not currently have the resources to offer a graduate program without partners.

The department anticipates a two – four-year program suspension to review options, identify new campus partners, review the course sequence and staffing, recruit a new cohort of students, and pending the budget, receive authorization for new RHPM tenure/tenure-track lines to replace pending retirements. The department chair and graduate coordinator plan to work with the Chico State College of Communication and Education deans and our SFSU colleagues during the summer to draft a timeline for the suspension period under various scenarios.

The department has developed a "teach out" plan for currently enrolled students. It is described in a separate, attached memo.

As the program does not intend to accept any new students for 2019-2020, those that applied (through Cal State Apply) are due a refund. We are asking that all students who applied to the program for acceptance in 2019-20 are refunded their application fee as soon as possible. We are also attaching a draft of a letter to be sent to the students who will receive refunds.

Should you have any questions, please do not hesitate to contact me at dsgrassian@csuchico.edu or (530) 898-6894.