

CAAL  
9/06/2007  
Agenda Item 5

September 6, 2007

**MEMORANDUM**

**To:** Dr. Bettie Rose Horne, Chair, and Members, Committee on Academic Affairs and Licensing

**From:** Dr. Gail M. Morrison, Director of Academic Affairs and Licensing

**Revision of Guidelines for New Program Approval**

Attached is the proposed revision of the *Guidelines for New Program Approval* (1998 revision). The purpose of the changes to the document is to reflect changes in technology and processes; to clarify the application of existing processes and practice under the *Guidelines*; to reorder and regroup policies in a more useful way; and to incorporate input stemming from previous versions of the proposed revisions.

The attached policy is the fourth iteration of the *Guidelines* since its initial presentation in revised form to the Advisory Committee for Academic Programs in July 2006. It was shared with the Advisory Committee on July 31 and October 11 in 2006 and, most recently, on March 21, 2007. Proposed revisions to the *Guidelines* have been informed by the input from these meetings, written suggestions and commentary, and input on articulation and assessment provisions from members of the Commission. In addition, the title of the document has been changed to *Policies and Procedures for New Academic Program Approval and Program Termination* in order to reflect its content more accurately.

At the end of the March 2007 Advisory Committee meeting, the members were encouraged to submit written suggestions for changes to be incorporated into the final revision of the proposed *Guidelines*. One institution did so, and most of those suggestions were reflected in a draft presented to the Advisory Committee on Academic Programs on July 25, 2007.

The draft, with three minor revisions, was adopted unanimously and is presented here for consideration by the Committee on Academic Affairs and Licensing.

## **Recommendation**

The staff recommends that the Committee on Academic Affairs and Licensing commend favorably to the Commission adoption of the revised *Guidelines for New Academic Program Approval* to be implemented in January 2008.

Attachment