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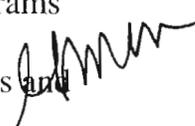
ACAP
Agenda Item 8
7/17/2008

Dr. Garrison Walters, Executive Director

July 17, 2008

MEMORANDUM

To: Members, Advisory Committee on Academic Programs

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

Revision to Program Approval Timeline

At the June ACAP Retreat, members requested that the staff consider revising the process for program approval so as to streamline the process and reduce the time from program proposal to approval. Staff reviewed the existing policy and determined that it contains a mechanism for accomplishing this goal without revision. Current policy states:

Advisory Committee on Academic Programs review. At the request of the Advisory Committee, the Committee may vote by ballot prior to each quarterly meeting whether to discuss a final proposal at the quarterly meeting. At the request of any individual member, the Advisory Committee shall review the final program proposal. If no member of the Committee requests a review of the final proposal, the staff will consider the Committee's recommendation as a positive one for purposes of the staff program summary. In the case of new programs, the staff may forward its recommendation to the Committee on Academic Affairs and Licensing at its next scheduled meeting following the decision of the Advisory Committee.

Staff considers this to be sufficient to compress the timeline as illustrated in the revised timeline in the attached policy. The time period from submission of the final program proposal to CHE approval will be reduced from five months to three

months, assuming that no further review by the Advisory Committee on Academic Affairs is requested.

In addition to the revised timeline, staff has also changed wording in the policy to reflect current practice and agreements concerning the approval of programs in teacher education. Only pages with changes are attached.

Approved by CHE-Oct. 4, 2007
 To take effect January 2008
 Revised July 17, 2008

**POLICIES AND PROCEDURES FOR NEW ACADEMIC PROGRAM
 APPROVAL AND PROGRAM TERMINATION**

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(PAGE 4 of POLICY)specific six-digit CIP code. Commission approval is required for all degree programs as defined herein.

Delivery mode is the primary method by which students participate in a program. Choices include delivery via:

- 1) “**Traditional**” instruction in which significant site attendance is required;
- 2) the **Internet**;
- 3) **Special Facilities** for site-to-site two-way audio-visual (compressed video);
- 4) satellite, cable TV, **TV/Radio**, closed circuit, video tape, ~~CD-Roms~~digital media;
- 5) **Correspondence**; and
- 6) a **Blend** of the above.

Distance education is coursework delivered by electronic means, whether satellite transmission, Internet, fiber optics technology, CD ROM, videotape, or other specified technology that occurs at a place other than where the instructor is located or at a time other than when the instructor teaches the class.

Joint programs are collaborative programs that have strong interdependence among the participants and their respective contributions to courses, faculty, or other resources. The degree may be conferred by one or more institutions.

Minors represent a series of courses related by discipline and focus outside the major (typically 6-7 courses). Course coding for the minor cannot be from the same six-digit CIP code as the major. Commission approval for minors is not required.

New degree programs are:

- 1) those offerings in any academic degree program concluding with the conferral of a degree at any level in any field or major not previously offered;
- 2) courses constituting 50 percent or more of a program of study not previously approved by the Commission offered on-campus or off-site by any instructional modality within a three-year period for certificate, associate’s, baccalaureate, specialist, or master’s programs, or within a five-year period for doctoral programs;
- 3) certificates in any field or major not previously offered that total more than 18 credit hours (excepting diploma or certificate programs offered by the technical colleges);
- 4) any program approved at one degree level (e.g., B.A.) that is moving to another level (e.g., M.A.);

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16. All school personnel preparation programs should reflect prevailing national and state standards with respect to content and pedagogy. School personnel preparation programs are expected to meet standards of national Specialized Professional Associations (SPA)~~specialty organizations~~ or other accrediting bodies within two years of initial approval and maintain them; failure to do so will result in the program's being placed on provisional approval status.
17. All Masters programs for advanced training of teachers in education are expected to incorporate the core principles of the National Board for Professional Teaching Standards.
18. For Masters programs in education, coursework should be targeted towards those seeking an initial license or those already licensed, but not both. Justification will be required for those programs in which a limited number of courses serve to fulfill requirements for both M.A.T. and M.Ed. programs.
19. The staff of the South Carolina Department of Education (SCDE)~~State Department of Education~~ will be notified and granted the opportunity to review all proposals for new programs related to school personnel preparation, including but not limited to, teacher education, counseling, and education administration programs.
20. All proposals for new programs related to school personnel preparation must be approved by the CHE prior to submission to the South Carolina Department of Education (SCDE)~~State Department~~/State Board of Education (SBE) for approval. New or modified program proposals from public institutions will not be considered by SCDE until full program approval is granted by CHE.
21. An institution changing the name of a program through the (SCDE)~~State Department of Education~~, NCATE, a Specialized Professional Association (SPA), or any other accrediting body must follow Commission policy on **Program Modification, Notification of Program Change, or Notification of Termination.**
22. New program implementation may be deferred by the institution for up to three years following approval of the program. After that time, a new program proposal must be resubmitted and reauthorized if the institution wishes to implement the program.
23. The planning summary for any pending new program proposal will be considered active for no more than three years from the time of submission to

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E. Strategic Planning Policy for Academic Programs

41. In concert with any special or targeted review of existing programs conducted by the Commission (see *Guidelines for Existing Academic Program Review at Public Senior Institutions*), the Commission will make recommendations regarding the future status statewide of programs and fields of study under review. These recommendations will be based on three main sources: 1) a peer review document developed by out-of-state consultants hired by the Commission; 2) supplemental quantitative data relating to the field of study collected from statistically reliable sources (i.e., National Center for Education Statistics, Employment Security Commission, National Bureau of Labor Statistics, etc.); and 3) the institution's strategic plan and the statewide strategic plan for higher education.
42. As appropriate, the Commission may also make recommendations regarding the articulation of programs under review at the undergraduate level.

SECTION IV

Procedures

The **cycle** for the program development/new program approval/program modification process includes the steps noted below.

New programs will be approved in accord with the following procedures: submission of a **Program Planning Summary**; review by the Advisory Committee on Academic Programs; submission of a **Full Program Proposal**; review by the Advisory Committee on Academic Programs; review by the Committee on Academic Affairs and Licensing; and review and approval by the Commission. The Advisory Committee on Academic Programs reviews Program Planning Summaries each quarter and may elect not to review final proposals unless it wishes to raise questions about any given proposal.

Program modifications will be approved in accord with the following procedures: submission of a **Program Planning Summary**; review by the Advisory Committee on Academic Programs; submission of a **Full Program Proposal**; review by the Advisory Committee on Academic Programs; and Staff Approval within two months of approval by the Advisory Committee, with appeal to the Committee on Academic Affairs and Licensing and the Commission in the event of an unfavorable staff decision. The Advisory Committee on Academic Programs reviews Program Planning Summaries each quarter and may elect not to review final proposals unless it

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wishes to raise questions about any given proposal~~Program modifications are reviewed each quarter.~~

Approval Process

The process to be followed for the approval of New Programs and Program Modifications is outlined below:

1. A **Program Planning Summary is due** not less than two months before the quarterly meeting of the Advisory Committee on Academic Programs at which the Summary is to be considered. The detailed timeline is posted on the Commission's website. The Director of Academic Affairs and Licensing may make exceptions to this schedule for justifiable emergencies. Program Planning Summaries should be submitted at the beginning, not at the end, of the institution's internal planning process. Each summary is limited to one program.

The following procedures are applicable for these summaries:

- a) Program Planning Summaries are valid for three years. After that date, Program Planning Summaries must be updated and resubmitted.
- b) All Summaries must be signed by the institutional/system president. Summaries shall be submitted as a Word document by electronic means and shall be addressed to the Director of the Division of Academic Affairs and Licensing.
- c) The Program Planning Summary **should not exceed three pages in length** and should include specific language that addresses the following ten elements:
 - Designation as New Program Proposal or Modification and number of credit hours in program or modification;
 - Designation of undergraduate programs as four- or five-year program;
 - Designation of Science, Technology, Engineering and Math (STEM) programs, healthcare programs and Math/Science teacher education programs as qualified for supplemental Palmetto Fellows Scholarship and LIFE Scholarship awards;
 - Proposed date of implementation;
 - Justification of need for the proposed program;
 - Anticipated program demand and productivity;
 - Assessment of extent to which the proposed program duplicates existing programs in the state;

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e) All teacher education programs proposals must also include the additional information required by the South Carolina Department of Education (SCDE) (sections III and IV), which can be found at

<http://www.scteachers.org/Educate/edpdf/educatorguidelines.pdf>. This packet will be forwarded to SCDE upon complete approval by CHE.

f) All doctoral program proposals must be accompanied by a single copy of an assessment by an external consultant of the merits of the proposed program, its potential effect on existing programs, and the proposing institution's readiness to support the proposed program. In addition, the proposal must be accompanied by a brief institutional summary outlining changes made to the proposal in response to the external consultant's evaluation.

g) Appendices, including letters of support, are discouraged and will not be forwarded to Committee/Commission members. This information should be quantified and included in the proposal narrative to the extent possible.

h) In general, the Commission does not approve special funding for new program start-up costs.

6. **Advisory Committee on Academic Programs review.** At the request of the Advisory Committee, the Committee may vote by ballot prior to each quarterly meeting whether to discuss a final proposal at the quarterly meeting. At the request of any individual member, the Advisory Committee shall review the final program proposal. If no member of the Committee requests a review of the final proposal, the staff will consider the Committee's recommendation as a positive one for purposes of the staff program summary. In the case of new programs, the staff may forward its recommendation to the Committee on Academic Affairs and Licensing at its next scheduled meeting following the decision of the Advisory Committee.

7. **Staff review of program modifications.** After review by the Advisory Committee on Academic Programs, all program modifications will be reviewed by the staff of the Commission on behalf of the Committee on Academic Affairs and Licensing and the Commission. The Executive Director of the Commission

APPROVAL TIMELINE COMMISSION APPROVAL DATES FOR NEW PROGRAMS					
(Undergraduate, Graduate Programs, and Centers, Bureaus, and Institutes)					
Program Planning Summary Due	Advisory Committee on Academic Programs Reviews Summaries	Final Proposal Due	Advisory Committee on Academic Programs (ACAP)	Committee on Academic Affairs & Licensing (CAAL)	Commission on Higher Education (CHE)
Feb. 1	March	May 15	July 17, 2008	Sept. 4, 2008	Oct. 2, 2008
May 1	July	Aug. 15	Oct. 09, 2008	Dec. 4, 2008	Jan 8, 2009
Aug. 1	<u>October</u>	Nov. 15	Jan. 15, 2009	Feb. 5, 2009	Mar. 5, 2009
Nov. 1	January	Feb. 15	Mar. 19, 2009	April 2, 2009	May 7, 2009

APPROVAL TIMELINE FOR PROGRAM MODIFICATIONS				
Program Planning Summary Due	Advisory Committee (ACAP) Reviews Summaries	Final Proposal Due to CHE	Advisory Committee on Academic Programs (ACAP)	Staff Approval 2 Months After Last ACAP Review
February 1	March	May 15	July	September
May 1	July	Aug. 15	October	December
August 1	October	Nov. 15	January	March
November 1	January	Feb. 15	March	May

TIMELINE SHOWING PROGRESS IF ACAP CHOOSES NOT TO REVIEW A NEW PROGRAM PROPOSAL AS ALLOWED IN CURRENT POLICY.

APPROVAL TIMELINE FOR NEW PROGRAMS				
(Undergraduate, Graduate Programs, and Centers, Bureaus, and Institutes)				
Program Planning Summary Due	Advisory Committee on Academic Programs Reviews Summaries	If Final Proposal Received by	Committee on Academic Affairs & Licensing (CAAL)	Commission on Higher Education (CHE)
Feb. 1	March	May 15	July 10, 2008	August 7, 2008
May 1	July	Aug. 15	October 2, 2008	November 6, 2008
Aug. 1	October	Nov. 15	January 8, 2009	February 5, 2009
Nov. 1	January	Feb. 15	April 2, 2009	May 7, 2009

APPROVAL TIMELINE FOR PROGRAM MODIFICATIONS		
Program Planning Summary Due	Advisory Committee (ACAP) Reviews Summaries	Staff Approval 2 Months After Last ACAP Review
Feb. 1	March	May
May 1	July	September
Aug. 1	October	December
Nov. 1	January	March