



# South Carolina Commission on Higher Education

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CAAL  
 10/07/2015  
 Agenda Item 4

October 7, 2015

## MEMORANDUM

**TO:** Dr. Bettie Rose Horne and Members, Committee on Academic Affairs and Licensing  
**FROM:** John Lane, DMA, Interim Director of Academic Affairs

### Program Review and CAAL Meeting Dates

#### **Background**

The *Policies and Procedures for New Academic Programs, Program Modifications, Program Notifications, Program Terminations, and New Centers* approved by the Commission on October 2, 2014, identifies three program review cycles per year, with the Committee on Academic Affairs and Licensing (CAAL) meeting in March, July and October to review and approve program proposals. However, Academic Affairs staff have noted an increase in the number of program proposals submitted in the most recent review cycles. In addition, staff seek to maintain adequate time for discussion of important Academic Affairs topics. In order to be responsive to institutions' need to implement programs in a timely manner and to accommodate committee discussions and planning, the Academic Affairs staff suggest increasing the number of program review cycles and CAAL meetings for calendar year 2016 from three to four. The Advisory Committee on Academic Programs (ACAP) reviewed and edited the suggested review cycles and meeting dates for next year at its September 10, 2015 meeting. The cycles and meeting dates are provided below:

#### **CAAL Meeting Dates**

- January 7, 2016
- April 7, 2016
- September 1, 2016
- November 3, 2016
- January 5, 2017

#### **Review Cycles for SC Public Institutions: New Programs and Program Modifications**

Date by which upcoming Proposal must be received	Final Proposal/ Modification Due	ACAP	Modification Notification from Staff	CAAL	CHE (potential dates based on current cycle)
10/1/15	11/2/15	11/19/15	1/19/16	1/7/16	2/4/16
12/1/15	1/15/16	2/18/16	4/18/16	4/7/16	5/5/16
3/15/16	4/1/16	5/19/16	7/12/16	9/1/16	10/6/16
6/1/16	7/1/16	9/15/16	10/18/16	11/3/16	1/5/17
9/1/16	10/1/16	11/17/16	1/17/17	1/5/17	2/2/17

#### **Recommendation**

The staff recommends that the Committee on Academic Affairs and Licensing approve the review cycles and CAAL meeting schedule highlighted in the table above.

## Review Cycles and Meeting Dates

	Cycle 0 (2015-16)	Cycle 1	Cycle 2	Cycle 3	Cycle 4 (2016-17)
Nov. 2015	Nov. 2, 2015 Proposals due Nov. 19, 2015 ACAP				
Dec. 2015					
Jan. 2016	Jan. 7 CAAL	Jan. 15 Proposals due			
Feb.	Feb. 4 CHE	Feb. 18 ACAP			
Mar.					
Apr.		Apr. 7 CAAL	May 1 Proposals due		
May		May 5 CHE	May 19 ACAP		
June					
July				July 1 Proposals due	
Aug.				September 15 ACAP	
Sept.			Sept. 1 CAAL		
Oct.			Oct. 6 CHE		Oct. 1 Proposals due
Nov.				Nov. 3 CAAL	Nov. 17 ACAP
Dec.					
Jan. 2017				Jan. 5, 2017 CHE	Jan. 5, 2017 CAAL
Feb. 2017					Feb. 2, 2017 CHE