



# South Carolina Commission on Higher Education

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Interim Executive Director

CAAL  
9/8/2016  
Agenda Item 4

September 8, 2016

## **MEMORANDUM**

**TO:** Members, Committee on Academic Affairs and Licensing  
**FROM:** Terrye Seckinger, Chair, CAAL

### **Committee Statement of Purpose and Responsibilities**

In December 2015, Commission Chairman Mr. Tim Hofferth directed each CHE standing committee to update or develop its statement of purpose and responsibilities. A draft, which reflects the purpose of CAAL and its responsibilities to its stakeholders, including students, the Commission, and the Legislature, is attached for consideration (Attachment 1). The statement includes the types of approvals CAAL grants and subsequently recommends to the full Commission, and the reports CAAL reviews and subsequently transmits to the Commission.

Currently, no CAAL statement of purpose and responsibilities is published. However, a 1979 document, *Role and Functions of Committee on Academic Programs*, was obtained from the Commission archives (CHE Approval, January 4, 1979). The Committee on Academic Programs was the original iteration of the Committee of Academic Affairs and Licensing. A copy is provided for reference (Attachment 2).

**PURPOSE & RESPONSIBILITY**

The Committee on Academic Affairs and Licensing assures quality in program offerings; compliance with all pertinent higher education statutory requirements; accountability for coordinating program offerings from all of public higher education to meet economic growth and human development needs for South Carolina; and effective program delivery of relevant programs toward the goal of successful on time graduation.

Committee Approval and reports include but are not limited to the following:

- Academic program productivity
- Credit transferability
- Developmental education
- Dual enrollment
- Educator recruitment, retention and development
- First-year student matriculation
- Interstate reciprocity
- Licensing for nonpublic institutions
- Mission statement substantive changes
- New and modified academic programs, and
- Program eligibility for scholarships

ROLE AND FUNCTIONS OF COMMITTEE ON ACADEMIC PROGRAMS

1. Background: This Standing Committee was created in September, 1974. Following initial appointments, the Committee drafted revised policies and procedures, to define its function regarding submission of proposals for new programs. After review and modification by the Councils of Academic Vice Presidents and of Presidents, and the Executive Director of SBTCE, these were formally adopted by the Commission on May 1, 1975.
2. Role: The role of the Committee is to make recommendations to the Commission with respect to proposals submitted by institutions requesting authorization for new programs, to advise the Commission on any other matters affecting programs, and to give guidance to the CHE staff responsible for these areas.
3. Functions: The Policy and Procedures adopted by the Commission for review of program proposals include the following specific functions of the Committee:
  - a) The Commission's Standing Committee on Academic Programs is responsible for, among other things, reviewing new programs from the various institutions, and for making its recommendations as to each such proposal to the Commission for final action. The Committee considers program proposals at quarterly meetings.
  - b) The Committee, or the Commission, may seek advice and comment concerning any proposed program from disinterested parties, such as consultants or advisory groups, as the Committee may consider appropriate.
  - c) The Chairman of the Committee, or his designee, submits Committee findings and recommendations to the Commission at the appropriate time on each proposal submitted.
  - d) An institution wishing to appeal any formal action on programs may do so. All such appeals will be referred to the Committee which shall undertake any further study or such other action as may appear to it to be appropriate under the circumstances.

Approved by the Commission 1/4/79