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ACAP
 9/10/2015
 Agenda Item 5b

September 10, 2015

MEMORANDUM

TO: Members, Advisory Committee on Academic Programs

FROM: John Lane, DMA, Interim Director of Academic Affairs

Program Review and ACAP 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 Advisory Committee on Academic Programs (ACAP) meeting in February, June, and September to review program proposals. However, due to the increase in program proposals submitted the past few years and in order to be responsive to institutions' need to implement programs in a timely manner as well as to allow time for adequate discussion of Academic Affairs issues, the Academic Affairs staff suggest increasing the number of program review cycles and ACAP meetings from three to four per year. The suggested review cycles and meeting dates for next year are provided below:

ACAP Meeting Dates

- November 19, 2015
- February 18, 2016
- May 5, 2016
- August 18, 2016
- November 17, 2016

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

Date by which Notification of upcoming Proposal must be received	Final Proposal/ Modification Due	ACAP	Modification Notification from Staff	CAAL	CHE
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	5/5/16 (after CHE meeting)	7/12/16	9/1/16	10/6/16
6/1/16	7/1/16	8/18/16	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

Next Steps

Academic Affairs staff request that the Advisory Committee on Academic Programs discuss the dates presented above and come to a consensus about program review and ACAP meeting dates for next year.

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	April 1 Proposals due		
May		May 5 CHE	May 5 ACAP (afternoon; after CHE meeting)		
June					
July				July 1 Proposals due	
Aug.				Aug. 18 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