



South Carolina Commission on Higher Education

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Mr. Gary S. Glenn
Interim Executive Director

CAAL
1/12/2017
Agenda Item 4

January 12, 2017

MEMORANDUM

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

FROM: John Lane, DMA, 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 both the Advisory Committee on Academic Programs (ACAP) and Committee on Academic Affairs and Licensing (CAAL) meeting three times per year to review program proposals. In September 2015, due to the increase in program proposals submitted, Academic Affairs staff proposed and both ACAP members and CAAL approved an increase in the number of program review cycles and meetings from three to four per year on a trial basis. ACAP also decided not to schedule meetings during the summer given the academic year appointments of many faculty members. As a result, substantial overlap developed across program review cycles. Beginning with Fall 2017, Academic Affairs staff recommend returning to three program review cycles annually, which minimizes cycle overlap, effectively appropriates staff resources, and supports continued quality assurance. ACAP approved this recommendation at its meeting on November 17, 2016, and beginning this fall, will meet three times a year. However, due to data reporting cycles, Academic Affairs staff recommend that CAAL continue to meet four times a year with a meeting in August to consider annual reports and the annual CERRA budget request for timely submission to external stakeholders. The review cycles and meeting dates currently approved for the remainder of the 2016-17 academic year are provided, together with suggested dates beginning in Fall 2017:

CAAL Meeting Dates

Currently Approved

- March 9, 2017
- May 11, 2017

Proposed Dates

- | | | |
|--------------------|--------------------|---------------------|
| • August 31, 2017 | • August 30, 2018 | • August 29, 2019 |
| • October 26, 2017 | • October 25, 2018 | • February 13, 2020 |
| • February 8, 2018 | • January 31, 2019 | |
| • May 9, 2018 | • May 9, 2019 | |

Review Cycles for SC Public Institutions: New Programs and Program Modifications
(a calendar is also attached)

	Final Proposal/ Modification Due	ACAP	CAAL	CHE
Currently Approved	12/1/16	1/26/17	3/9/17	4/6/17
	2/1/17	3/23/17	5/11/17	6/1/17
Proposed Dates	N/A	N/A	8/31/17*	10/5/17
	8/1/17	9/14/17	10/26/17	12/7/17
	10/1/17	11/30/17	2/8/18	3/1/18
	2/1/18	3/29/18	5/9/18	6/7/18
	N/A	N/A	8/30/18	10/4/18
	8/1/18	9/13/18	10/25/18	12/6/18
	10/1/18	11/29/18	1/31/19	3/7/19
	2/1/19	3/28/19	5/9/19	6/6/19
	N/A	N/A	8/29/19	10/3/19
	8/1/19	9/12/19	10/31/19	12/5/19
	10/1/19	11/21/19	2/13/20	3/5/20

* Due to data reporting cycles, CAAL may meet in August to consider annual reports and the annual CERRA budget request for timely submission to external stakeholders.

Next Steps

Academic Affairs staff request that the Committee on Academic Affairs and Licensing discuss the dates presented and approve program review and CAAL meeting dates.

Review Cycles and Meeting Dates

2017

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	CHE	6	7
8	9	10	11	CAAL	13	14
15	16	17	18	19	20	21
22	23	24	25	ACAP	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
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March						
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19	20	21	22	ACAP	24	25
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April						
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May						
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June						
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September						
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2018

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