



# South Carolina Commission on Higher Education

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ACAP  
11/17/2016  
Agenda Item 7

November 17, 2016

## MEMORANDUM

**TO:** Members, Advisory Committee on Academic Programs

**FROM:** John Lane, DMA, 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 three times per year to review program proposals. In September 2015, due to the increase in program proposals submitted, Academic Affairs staff proposed and ACAP members approved an increase in the number of program review cycles and ACAP 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. 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:

#### **ACAP Meeting Dates**

##### **Currently Approved**

- January 26, 2017
- March 23, 2017

##### **Proposed Dates**

- September 14, 2017
- November 30, 2017
- March 29, 2018
- September 13, 2018
- November 29, 2018
- March 28, 2019
- September 12, 2019
- November 21, 2019

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

	<b>Final Proposal/ Modification Due</b>	<b>ACAP</b>	<b>CAAL</b>	<b>CHE</b>
<b>Currently Approved</b>	12/1/16	1/26/17	3/9/17	4/6/17
	2/1/17	3/23/17	5/11/17	6/1/17
<b>Proposed Dates</b>	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 Advisory Committee on Academic Programs discuss the dates presented and come to a consensus about program review and ACAP meeting dates.

