Revised Process for Review of New Academic Program Proposals

MDHE™
Missouri Department of Higher Education
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Webinar Agenda

I. Background

II. New Processes

      A. Program Change Request for Staff Review

      B. New Program Proposal for Routine Review

      C. Comprehensive Review

III. Definitions

IV. FAQ

V. Discussion/Questions

VI. Contacts

Background:

MDHE staff used the program approval framework endorsed by the Higher Education System Review Task Force and existing CBHE rules and policies to draft a revised process for the review and approval of new academic program proposals.

The new process was approved by the CBHE at their June 8, 2017 board meeting and took effect July 1, 2017.

Our goal is to make the Academic Program Review process easier and more timely for you.

We welcome feedback and questions as we transition to the new process.

New Review Processes

Program Change Requests for Staff Review

Program Change Request for Staff Review

Used for minor program changes, such as:

- Inactive status
- Program deletion
- Change of program title or CIP code
- Combination programs
- Single-semester certificate programs
- One-year certificate programs
- Options (adding or deleting)
- Change of address
- Closed location

Program Change Request for Staff Review Timeline

The CBHE, at its June meeting, designated the commissioner of higher education to act in its behalf to approve programs and changes at the staff and routine review levels.

For all requests submitted by the first of the month, MDHE will process, review and report back to institutions by the end of the same month.

Actions will be reported at CBHE Board Meetings according to the following schedule:

Requests received between:	Reported to CBHE on:
May 2-August 1	September
August 2-November 1	December
November 2-February 1	March
February 2-May 1	June

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Program Change Request for Staff Review Forms

Program Change Request for Staff Review forms are available at:

http://dhe.mo.gov/academic/

And should be submitted to:

He.academicprogramactions@dhe.mo.gov

Staff Review to Change a Program Title or CIP Code

Change of Program Title or CIP Code:

Please attach a document with the old title or CIP code and the intended new title or CIP code.

A title, CIP code, or nomenclature revision that includes substantive curriculum changes may be deemed tantamount to a new program and may be referred to the institution for consideration at the routine or comprehensive review level.

Staff Review for Combination Programs

Use this for programs that result from the mechanical combination of two previously existing programs.

Attach a document with the titles, CIP codes and new title and CIP codes, if applicable of the combined programs.

Substantive curricular changes shall ordinarily be limited to the elimination of duplicated requirements.

For interdisciplinary programs and area study programs that utilize the resources of several existing programs, please use the routine or comprehensive review approval process.

Staff Review to Add an Option to an Existing Program

The addition of a specialized course of study as a component of an umbrella degree program may be submitted as an option addition program change.

Options within a parent degree program shall have the same CIP code as the parent degree.

The institution must provide evidence that the proposed option functions as a component of an umbrella degree program.

Attach a copy of your "before and after" curriculum, plus any existing proposed options.

Staff Review for Certificate Programs

Use this form for single-semester certificates that are either stand-alone or part of a parent degree program.

For one-year certificates, they must be developed from an approved parent degree program provided that the program is directly related to the approved program and consists predominantly of courses included in the degree.

A one-year certificate not associated with an approved parent degree program must be submitted as a new program at the routine or comprehensive review level, whichever is appropriate.

Staff Review for Certificate Programs, continued

Graduate certificates greater than a single semester in length may be approved at the staff review level if they are part of an existing approved parent degree program.

Graduate certificates greater than a single semester that are not part of an approved parent degree must be submitted as a new program at the routine or comprehensive review level, whichever is appropriate.

Staff Review for Certificate Programs, continued

For all certificate additions using the program change form, please attach a document with the program title, CIP code, and length and title of certificate.

Staff Review to Delete a Program

At the time the institution notifies the Higher Learning Commission in writing about plan to delete the program, the institution should also notify the MDHE.

There is no need to attach any additional documentation when deleting a program. Simply complete the required information on the form.

Staff Review to Update a Location

Use this form for change of address updates, and for notifications of closed locations.

Please attach a document with a list of programs at the deleted location. No attachment is necessary for a change of address, just indicate the new address on the form.

Staff Review for Inactive Programs

Suspend for a specified period not to exceed five years (time frame starts when the request is submitted).

At the conclusion of the designated inactive period, the institution must review the status and may either delete it or reactivate it.

Only programs and certificates may be inactivated. Options can only be deleted through the program deletion process.

* Students in the program may conclude their course of study if they have no more than two years of coursework remaining. Those with more than two years must change their course of study. MDHE does not need to see a teach out.

Program Change Request for Staff Review Timeline

For all requests submitted by the first of the month, MDHE will process, review and report back to institutions by the end of the same month.

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Requests received between:	Reported to CBHE on:
May 2-August 1	September
August 2-November 1	December
November 2-February 1	March
February 2-May 1	June

New Program Forms for Routine Review

New Program Forms for Routine Review are available at:

http://dhe.mo.gov/academic/

And should be submitted to:

He.academicprogramactions@dhe.mo.gov

New Program Proposal for Routine Review

Use this packet of forms for proposals for new academic programs that do not constitute a significant change in an institution's current role, scope or mission, such as:

- Substantive curricular changes to an existing program.

- The delivery of an approved program at a CBHE-approved off-site location.

- New degree programs offered in collaboration with an institution already approved to offer such a program.

New Program Proposal for Routine Review

New programs in this category should:

- Fall clearly within the institution's CBHE-approved mission.

- Be offered within the proposing institution's CBHE-approved service region.

- Not unnecessarily duplicate an existing program in the applicable geographic area.

- Be offered at the main campus or at a CBHE-approved off-site location.

- Build on existing programs and faculty expertise.

- The cost to launch the program will be minimal and within the institution's current operating budget.

New Program Proposal for Routine Review Timeline

Requests submitted by the first of the month will be reviewed and processed, and in most cases institutions notified, by the end of that same month.

New programs will be posted for comments.

Once all comments/concerns are resolved, the commissioner shall approve the program provisionally for five years.

New program actions will be reported at the next CBHE board meeting.

At the end of the five year period, the MDHE will review the program to determine whether it should be approved unconditionally, remain provisionally approved, or be terminated.

New Program Proposal for Routine Review

Page 1 instructions

- Please use a MM/YY format when entering the date the program will be implemented.

- If you are proposing a new off-site location, and it is not within your institution's CBHE-approved service region, your proposal will be reviewed under the Comprehensive Review process.

- You must be able to check all statements under the "Certifications" section for the proposal to be processed.

Program Characteristics and Performance Goals

Instructions

Please attach documents if your answers to any of the questions are more than one line.

You do not need to attach additional information in the **Need/Demand** section, however, you should be prepared to present it should there be questions during the posting period.

New Program Proposal for Routine Review

Collaborative Programs section instructions

Only complete this section if two institutions will be collaborating on a new program. Otherwise, leave this section blank.

Attach documents if answers exceed the space allowed.

Comprehensive Review

Comprehensive Review

Comprehensive Review will be determined by the following:

- The program is outside an institution's CBHE-approved mission.

- The program will be offered outside the institution's CBHE-approved service region.

- The institution will incur substantial costs to launch and sustain the program.

- The program will include the offering of degrees at the baccalaureate level or higher that fall within the CIP code of 14, Engineering.

- The program will include the offering of a doctoral degree.

- The program will include the offering of an education specialist degree.

Comprehensive Review

Review Process

- MDHE staff, in consultation with appropriate and qualified representatives from other institutions, shall review a complete proposal.

- MDHE staff and institutional representatives will provide feedback, and the proposing institution responds to feedback.

- Annual reporting requirements for approved new programs include the number of students completing the program, job placement rates of graduates, success on applicable licensure exams, and the extent to which it is meeting the needs it was designed to address.

Comprehensive Review

Timeline

- Proposals will be submitted to the CBHE by July 1 of each year.

- The board will determine which proposals to move forward with and announce its decision in September.

- Final decisions to approve programs will ordinarily be made by February.

Comprehensive Review

Timeline, continued

- In the first year this new framework is operational, the CBHE will consider no more than three proposals in total, with no more than two proposals from either public universities or public two-year institutions.

- In the second year, the CBHE will consider no more than five proposals, with no more than three from either public universities or three from public two-year institutions.

- The Coordinating Board will reconvene a task force to evaluate the new framework after two proposal cycles and recommend changes.

Comprehensive Review

A complete proposal should include:

- Evidence of good faith effort to explore the feasibility of collaboration with other institutions whose mission or service region are within the scope of the proposed program.

- Evidence that the offering institution is contributing substantially to the CBHE's Blueprint for Higher Education.

- Evidence of institutional capacity to launch the program in a high-quality manner.

- Evidence that the program is needed.

- A clear plan to meet the articulated workforce need.

Definitions

Certificates

A prescribed course of study which confers an award other than a formal degree.

Specific types of certificates include:

C0-Single-semester certificate. Completed in less than one year.

C1-One-year certificate. Can usually be completed in one year, but less than two years.

C2-Two-year certificate. Can usually be completed in two years but less than four years.

Post-Bacc-Post Baccalaureate Certificate. Bachelor's level courses beyond the bachelor's degree, but not at the master's level.

GRCT-Graduate Certificate. Master's level courses, but less than a master's degree.

FPCT-First Professional Certificate. Specialized practice for professional degrees beyond master's degree.

Substantive curricular changes to an existing program

Substantive curricular changes are significant modifications or expansion of an existing program. Examples of substantive changes include, but are not limited to:

- A change in the program's overall credits or goals.

- Deletion and replacement of courses in the program's curriculum.

- The primary mode of delivery.

- The program's purpose.

- The audience(s) that the program is intended to serve

- There is no single metric for determining a substantive change. Changes that modify the existing program by 10% or more generally suggest a substantive change.

Collaborative program and collaboration

A cooperative, intercampus degree program that extends an academic program authorized by CBHE on one (1) of an institution's campuses to one (1) or more of its other campuses (not including residence centers) under the following conditions:

- The campus authorized to provide the program will continue to do so;

- The program is cooperative in nature, that is, it involves the faculty and resources of each participating campus;

- The program shall be included in the institution's institutional plan and shall be consistent with the mission statement for the receiving campus; and

- The program shall meet the accreditation guidelines of the appropriate national accrediting body, if any exists, as well as any applicable state licensure requirements.

Combination Program

The result of a mechanical combination of two (2) previously existing programs, a process that may be reviewed through staff review.

Substantive curricular changes shall ordinarily be limited to the elimination of duplicated requirements.

The development of interdisciplinary programs and area study programs that utilize the resources of several existing programs shall be handled through the new program.

Program Deletion

Institutions must submit standard program change information whenever a program or option is deleted. This same provision applies whenever two (2) or more programs or options are to be combined into one (1) or more new offerings.

Inactive Status

- Formal action on the status of an existing academic program taken by an institution, which may be done through a staff review.

- Programs placed on inactive status will essentially be suspended for a specified period not to exceed five (5) years.

- Students in the program at the time the program is inactivated shall be permitted to conclude their course of study if they have no more than two (2) years of course work remaining.

- No new students may be admitted to the program.

Inactive Status, continued

- Programs designated as inactive will be so noted on institutional program inventories.

- At the conclusion of the designated inactive period-not to exceed five (5) years-the institution must review the program's status and may either delete it or reactivate it.

- Should the institution choose to reactivate the program, the institution shall provide to the coordinating board's satisfaction that the resources necessary for the program are available and that appropriate performance goals for the program have been established.

Options

- A formally designated area of specialization within an existing degree program that has a distinctive curricular pattern.

- A preponderance of required courses for the option will be takin in a core of courses common to all variations of the existing parent degree.

- Option, emphasis area and other similar terms are equivalent in this process.

FAQ

Q. Do you need to know when the mode of delivery is changing, for example from a seated class to a seated/online blend?

A. No need to submit paperwork for these types of changes.

FAQ

Q. How many criteria will trigger a comprehensive review?

A. Any one of the seven situations listed in the revised process
    agenda item will trigger a review:

- The program is outside an institution's CBHE-approved mission

- The program will be offered outside the institution's CBHE approved service region

- The institution will incur substantial costs to launch and sustain the program

- The program will include he offering of degrees at the baccalaureate level or higher
  that fall within the CIP code of 14, Engineering

- The program will include the offering of a doctoral degree

- The program will include the offering of a professional degree

- The program will include the offering of an education specialist degree

FAQ

Q. Can an option have a different CIP code than its parent program?

A. The option must have the same CIP code as the parent program. There should be a common basis with the parent program for the option to exist. An option is not a separate degree, it is a variation of an existing degree.

FAQ

Q. Which process should I use for the addition of graduate certificates?

A. Single-semester graduate certificates or certificates that are part of a parent program should be submitted through the Program Change for Staff Review process.

Graduate certificates that are greater than one semester that do not have a parent program must go through the New Program for Routine Review process.

All certificates (undergraduate and graduate) must be reviewed as before. Only the timeframe for processing has changed.

FAQs

Q. What number of new courses constitutes a new option?

A. A new option should not have more than 4-5 new courses. If the institution has to create more than 4 courses to make an option work, please complete a New Program Proposal for Routine Review.

FAQ

Q. I recently submitted a request/proposal to you using the old forms. Do I have to re-submit using the new forms?

A. No, we are completing the outstanding academic program actions as submitted during the transition process.

FAQ

Q. What is considered a main campus?

A. The location of the core, primary, or most comprehensive program in institutions consisting of a main campus and one or more residence centers. For community colleges, it is its taxing district.

Additional Questions?

Contacts:

Please submit program action items to the Missouri Department of Higher Education at:

he.academicprogramactions@dhe.mo.gov

A link to this email address is also embedded on each of the forms.

To read the agenda item revising the process to review program changes and new program proposals, visit:

http://dhe.mo.gov/cbhe/boardbook/documents/TabK0617.pdf

Or, see the June 8, 2017 Board Book on the dhe.mo.gov website

Thank you!

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