New Programs and Approvals

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Outline

- Definitions and Requirements
- Who is involved in approving new programs?
- What changes need what approvals by whom?
- New program process (abbreviated)
- Advice
  - CIP Code
  - Deadlines
  - Need
  - Post-Implementation requirements
- Help

Definitions and Requirements

- Minimum number of Credits for Graduate Degree: 30 (SACSCOC)

- Reasonable extensions such as the addition of a new area of specialization, which may be called a concentration, option, emphasis, focus, or track. (ACHE)

- Cooperative program is under the sponsorship of a single institution but contains elements of resource sharing with one or more other institutions. (Board Manual)

- A joint program is one that is mutually sponsored by two or more campuses, leading to a single degree that is conferred by all participating institutions. (Board Manual)

- A shared program is similar to a joint program but withdrawal of one or more partners does not preclude the continuation of the program. (Board Manual)

Who is involved in Program Approval?

- **Department/school/college faculty**
- School/college dean
- **Graduate Curriculum Committee (GCC)**
- Graduate dean
- Provost
- President
- Chancellor
- Board of Trustees (BoT)
- Alabama Commission for Higher Education (ACHE)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) – exceptional cases

What needs approval by whom?

Programs	Board of Trustees	ACHE	SACSCOC
New degree program	X	X	
New degree program (significant departure from current programs)	X	X	X
New concentration, track, emphasis, focus, specialization, option…	X	X	
New educator certification program		X	
Degree program merger or consolidation	X	X	X
Deletion of degree program/placement on inactive status	X	X	X
Change of degree name	X	X	
Change of degree nomenclature (e.g., MA to MS)	X	X	
Change of degree CIP code	X	X	
New dual degree program	X	X	X
New joint degree program	X	X	X
New certificate program	X	X	
New certificate program (significant departure)	X	X	X
Delivery of degree program electronically (50% or >).		X	
Delivery of degree program at off-campus site (25-49%; 50% or >)		X	X
Programs/courses offered through contractual agreement or consortium			X

New Degree Program Approval (Simplified)

1. Placement on UA System three-year academic plan
2. Notification of Intent to Submit a Proposal (NISP)
   a. Goes through BoT, sent to ACHE (starts clock)
   b. Reviewed and commented upon by other colleges and universities
3. Proposal
   a. Goes through BoT, approved by ACHE
   b. Must reach ACHE within one year of NISP
4. Final Board Approval

Advice – CIP Code

- CIP = Classification of Instructional Program, Federal Department of Education

- Six digits that define your program – first two are broad groups

- Often multiple options for a given degree program

- Engineering Management example:

  - 14.9999 is "Engineering Other", which some have used. It keeps the program in engineering ("14") and makes it eligible for the STEM extended optional practical training.

  - 15.1501 is "Engineering/Industrial Management" is in the Engineering Technology group. It is classified by ICE as STEM. Drexel uses it.

  - 52.1399 is "Management Science and Quantitative Methods, Other" is in the business group. It is classified by ICE as STEM. Penn State uses it.

Advice - Deadlines

- BoT meets 5 times per year

- ACHE meets 4 times per year

- Each has deadlines that are well before the meeting date

ACHE Meeting Date	ACHE Deadline	UA System BoT Meeting Date	Deadline to BL-P
09-Jun-17	17-Feb-17	2-3 Feb-17	02-Dec-16
08-Sep-17	19-May-17	6-7 Apr-17	10-Feb-17
08-Dec-17	18-Aug-17	15-16 Jun-17	21-Apr-17
09-Mar-18	17-Nov-17	14-15 Sep-17	21-Jul-17
		2-3 Nov-17	08-Sep-17
08-Jun-18	16-Feb-18	8-9 Feb-18	01-Dec-17
14-Sep-18	25-May-18	5-6 Apr-18	23-Feb-18
14-Dec-18	24-Aug-18	14-15 Jun-18	20-Apr-18

Advice - Need

A proposal must include data on the need for the program, which is driven by:

- State need

- Employment opportunities

  - Bureau of Labor Statistics

  - Burning Glass

  - Ads

- Student demand

Advice - Post-Implementation requirements

- ACHE makes post-implementations conditions:
  - *That the annual average new enrollment headcount beginning 20XX-XX will be at least N.*
  - *That the annual average number of graduates for the period 20XX-XX through 20YY-YY (Z-year average) will be at least N, based on the proposal.*
  - *That a follow-up survey be conducted after the first five years that will show at least 75 percent of the graduates were successful in acquiring related employment or in acceptance to graduate school.*
  - *That information regarding an overall assessment of the program will be provided, particularly as related to objectives and assessment measures stated in the proposal.*
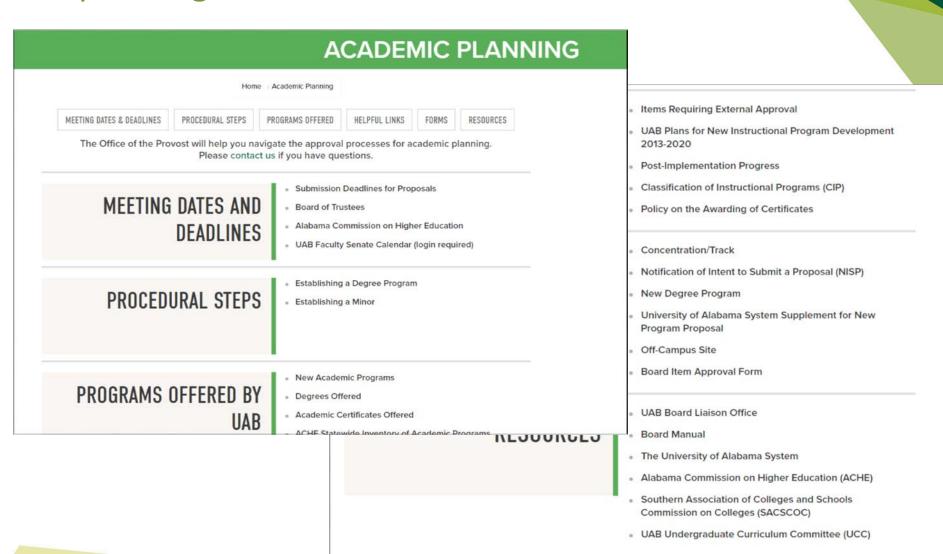- Fail to meet conditions may result in loss of program!!

Help

- People
    - Brandi Lamon-Pinkerton, P: 205.975.0815, blpink@uab.edu
    - Gregg Janowski, P: 205.934.8524, janowski@uab.edu
- Websites
    - UA System Board Manual: http://uasystem.edu/board-of-trustees/board-manual/
    - ACHE: http://www.ache.state.al.us/
    - UAB: http://www.uab.edu/faculty/academic-planning

Upcoming New Look

ACADEMIC PLANNING

Home | Academic Planning

MEETING DATES & DEADLINES | PROCEDURAL STEPS | PROGRAMS OFFERED | HELPFUL LINKS | FORMS | RESOURCES

The Office of the Provost will help you navigate the approval processes for academic planning. Please contact us if you have questions.

MEETING DATES AND DEADLINES
- Submission Deadlines for Proposals
- Board of Trustees
- Alabama Commission on Higher Education
- UAB Faculty Senate Calendar (login required)

PROCEDURAL STEPS
- Establishing a Degree Program
- Establishing a Minor

PROGRAMS OFFERED BY UAB
- New Academic Programs
- Degrees Offered
- Academic Certificates Offered
- ACHE Statewide Inventory of Academic Programs

- Items Requiring External Approval
- UAB Plans for New Instructional Program Development 2013-2020
- Post-Implementation Progress
- Classification of Instructional Programs (CIP)
- Policy on the Awarding of Certificates

- Concentration/Track
- Notification of Intent to Submit a Proposal (NISP)
- New Degree Program
- University of Alabama System Supplement for New Program Proposal
- Off-Campus Site
- Board Item Approval Form

- UAB Board Liaison Office
- Board Manual

RESOURCES
- The University of Alabama System
- Alabama Commission on Higher Education (ACHE)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- UAB Undergraduate Curriculum Committee (UCC)

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Summary

- New programs are exciting ways to serve our students and constituents.

- Lengthy, complicated process to get approval.

- We have people who want to help!