New Programs and Approvals

Gregg Janowski
Associate Provost for Assessment and Accreditation

Brandi Lamon-Pinkerton
Director of Communications
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?

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

<table>
<thead>
<tr>
<th>ACHE Meeting Date</th>
<th>ACHE Deadline</th>
<th>UA System BoT Meeting Date</th>
<th>Deadline to BL-P</th>
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<tbody>
<tr>
<td>09-Jun-17</td>
<td>17-Feb-17</td>
<td>2-3 Feb-17</td>
<td>02-Dec-16</td>
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<td>08-Sep-17</td>
<td>19-May-17</td>
<td>6-7 Apr-17</td>
<td>10-Feb-17</td>
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<td>08-Dec-17</td>
<td>18-Aug-17</td>
<td>15-16 Jun-17</td>
<td>21-Apr-17</td>
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<td>09-Mar-18</td>
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<td>14-15 Sep-17</td>
<td>21-Jul-17</td>
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<td>08-Jun-18</td>
<td>16-Feb-18</td>
<td>8-9 Feb-18</td>
<td>01-Dec-17</td>
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<tr>
<td>14-Sep-18</td>
<td>25-May-18</td>
<td>5-6 Apr-18</td>
<td>23-Feb-18</td>
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<tr>
<td>14-Dec-18</td>
<td>24-Aug-18</td>
<td>14-15 Jun-18</td>
<td>20-Apr-18</td>
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</tbody>
</table>
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
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!