The New Program Approval Process: Trustee and Regent Roles

Trustee and Regent Joint Meeting
July 2017
OCHE ASA Program Process
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Program Data Flow to Master List, Majors Guide and Transfer Guide
Academic Affairs – Regents’ Policies (R400-499)

- Program Approval and Review of Existing Programs (R400-419)

- Major Program Areas (R420-R459)
  - Public Colleges of Education
  - Career and Technical Education
Academic Affairs – Regents’ Policies (R400 – 499)

- Academic Standards, Access and Placement (R460-469)
- Award or Transfer of Credit (R470-R479)
- Academic Freedom and Professional Responsibility (R480-R489)
- Oversight (R490-R499)
  - University Research Parks
  - Honorary Degrees
Academic Program Approval and Review
New Process Begins September 2017

Changes in Regents’ Policies R401 as a result of SB238 (Millner/Wilson, 2017)

• More strategic program planning role for Regents
• Institutional approval for academic programs

EXCEPT:

• Programs outside of institutional mission as approved by Regents
• New Branch, Extension Center, College or Professional School
Changes in Regents’ Policies R312 as a result of SB238 (Millner/Wilson, 2017)

Specification of Institutional Mission in Statute

**Research:**  U of U and USU

**Regional:**  SUU, WSU, UVU, DSU

**Comprehensive Community College:**  Snow, SLCC
Academic Program Approval

Balance the present institutional capacity and faculty expertise with the future needs of students, community and state.
Typical Institutional Program Approval Process

Academic Programs generally begin with an interest and expertise at the departmental level. Community, economic, or workforce needs can also drive program development.
Example of Typical Program Approval Process: U of U

- Faculty Committee
- College Committee
- Curriculum Administration
- Undergrad/Graduate Council
- Executive Committee/Academic Senate
- PRC/CAO
- Trustees/Regents
- NWCCU
R401 New Program Proposal Process
for Programs Requiring Peer Review
(Associate, Bachelor, Master, and Doctoral Degrees, and New Branches, Extension Centers, Colleges or Professional Schools*)
June 2017

Program proposal passes through institutional review process

Program is:
1. "In mission," per R401 and, 2. does not involve a new branch, extension center, college, or professional school

Submit to OCHE

OCHE staff reviews proposal

IVC Meeting resolves question

CAOs review proposal in Canvas; provide comments

PRC reviews proposal

PRC approves proposal

OCHE staff prepares Peer Review Report

Peer Review Report conveyed to BOT secretary

BOT approves program

Notify OCHE, provide approval date

Regents approve program.

Proposal returned to original sponsors.

Proposal returned to institutional review process for approval to submit to OCHE

Proposal returned to original sponsors.

Proposal returned to institution

**All other program items sent to OCHE for notification, including inter-institutional MOUs for Out-of-Service area delivery

**Reviewed under R715 by Finance and Facilities

KEY:
Blue = In Mission
Gold = Out of Mission or New Branch**, Extension Center**, College or Professional School

BOT – Institutional Board of Trustees
CAO – Chief Academic Officer
IVC – Interactive Video Conference
NWCCU – Northwest Commission on Colleges and Universities
OCHE – Office of the Commissioner of Higher Education
PRC – Program Review Committee
SBR – State Board of Regents
Questions to Ask

- Does the program fit within the school’s mission?
- How strong is the need for this program?
- What is the total number of credits for the program (including pre-requisite courses) and is this number within guidelines?
- Can the program articulate with other USHE institutions to facilitate transfer (e.g., are there upper division courses in first two years that would hinder transfer)?
- How many new courses are required to launch this program?
Questions to Ask

- Is funding available to assure a quality program?
- Are there adequate faculty (number and expertise)?
- Are facilities adequate?
- Are necessary support services available?
- Is a specialized program accreditation required and what is the cost for that?
Observations on New Programs

- There are many levels of program review and consideration by faculty and administrators and not all ideas reach Trustee or Regent consideration.

- Development of a new program can lead to elimination or consolidation of others.

- Some programs are conditional on funding from legislature.

- Legislature occasionally mandates programs.
Review of Existing Programs

• Three years after implementation (or on professional accreditation schedule, if there is one)

• Ongoing (every seven years for universities and every five years for two-year colleges)

• Critical to keeping institutional program array current, responsive, and within financial resources
Questions to Ask for Program Review

- Is program developing as projected (# of students, # and expertise of faculty). If not, is change in projection reasonable and is it worth continuing investment in the program?
- Is program quality being maintained?

NOTE: Just because a program has been “on the books” for some time does not always mean it needs to remain “on the books.” Academic Affairs oversees program inventory.
Questions?