

Contact: Diana Gonzalez

PROPOSED PROGRAM APPROVAL PROCESS REVISIONS

Action Requested: Receive an update on the proposed revised program approval process.

Executive Summary: The current program approval process is described in §6.05 of the Board of Regents Policy Manual. After a review of the existing process, the Board Office and the Council of Provosts proposed changes in the process to make it more responsive to institutional and Board needs. The Board Office will submit changes to §6.05 to the Education and Student Affairs Committee for review and decision in February 2006.

Highlights of the Proposed Program Approval Process:

- Eliminate the current “Intent to Plan” form. This form provides minimal information because it is intended to be prepared by the institutions very early in the process before any substantive work is done on the proposal. It is unrealistic to expect the Education and Student Affairs Committee to take action without knowing more details about the program, including whether it will duplicate another program in the state.
- Instead, the Regent universities would submit an annual program planning list to the Board Office in the spring of each year, which would include the name and educational level of proposed programs that have already undergone an initial institutional review, are currently undergoing an in-depth institutional review, and are likely to be submitted for program approval by the Board of Regents within the year.
- The Board Office and the Council of Provosts would review the annual program planning list before it is submitted to the Education and Student Affairs Committee as an informational item.
- During the year, the universities would complete their in-depth review of the proposed programs and submit their proposals to the Board Office using a program approval format developed by the Board Office (Attachment 1). The form incorporates the key characteristics of a proposed program critical for Board decision-making – immediate and long-term need/demand for the program, cost to implement and operate the program, link to the institution’s and Board’s strategic plans, and potential for unnecessary duplication.
- A review by the Iowa Coordinating Council for Post-High School Education (ICCPHSE) would also occur.
- The program proposals would be reviewed in-depth by the Council of Provosts and the Board Office.
- With the recommendation for approval by the Board Office and the Council of Provosts, the program proposal would be submitted to the Education and Student Affairs Committee for discussion and action.
- Substantial expenditures for the proposed program would not occur until after the program is approved by the Education and Student Affairs Committee.

Board of Regents, State of Iowa

REQUEST TO IMPLEMENT A NEW BACCALAUREATE, MASTERS,
DOCTORAL, OR FIRST PROFESSIONAL DEGREE PROGRAM

THE PURPOSE OF ACADEMIC PROGRAM PLANNING: Planning a new academic degree program provides an opportunity for a Regent university to demonstrate need and demand as well as the university's ability to offer a quality program that is not unnecessarily duplicative of other similar programs offered by colleges and universities in Iowa.

Institution: _____

CIP Discipline Specialty Title: _____

CIP Discipline Specialty Number (six digits): _____

Level: B _____ M _____ D _____ FP _____

Title of Proposed Program: _____

Degree Abbreviation (e.g., Minor, B.S., B.A., M.A.): _____

Approximate date to establish degree: Month _____ Year _____

Contact person: (name, telephone, and e-mail) _____

Please provide the following information (use additional pages as needed).

1. Describe the proposed new degree program, including the following:
 - a. A brief description of the program and a statement of objectives;
 - b. The relationship of the proposed new program to the institutional mission and how the program fits into the institution's and college's strategic plan;
 - c. The relationship of the proposed new program to other existing programs at the institution; describe how the proposed program will enhance other programs at the university.
 - d. The relationship of the proposed new program to existing programs at other colleges and universities in Iowa, including how the proposed program is different or has a different emphasis than the existing programs; and
 - e. Special features or conditions that make the institution a desirable, unique, or appropriate place to initiate such a degree program.
 - f. Does the proposing institution have personnel, facilities, and equipment adequate to establish and maintain a high quality program?
 - g. How does student demand for the proposed program justify its development?
2. Describe the state and/or national workforce need and/or demand for graduates of the proposed program currently and in the near future (provide documentation about the sources of data used to estimate need and demand).

3. List all other public and private institutions of higher education in Iowa currently operating programs similar to the proposed new degree program. (For comparison purposes, use a broad definitional framework, e.g., such identification should not be limited to programs with the same title, the same degree designation, having the same curriculum emphasis, or purporting to meet exactly the same needs as the proposed program.)

If the same or similar program exists at another public or private institution of higher education in Iowa, respond to the following questions:

- a. Could the other institution reasonably accommodate the need for the new program through expansion? Through collaboration?
- b. With what representatives of these programs has there been consultation in developing the program proposal? Provide a summary of the response of each institution consulted.
- c. Has the possibility of an inter-institutional program or other cooperative effort been explored? What are the results of this study? (Consider not only the possibility of a formally established inter-institutional program, but also how special resources at other institutions might be used on a cooperative basis in implementing the proposed program solely at the requesting institution.)

4. Estimate the number of majors and non-majors students that are projected to be enrolled in the program during the first seven years of the program.

- a. Undergraduate

Undergraduate	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7
Majors							
Non-Majors							

- b. Graduate

Graduate	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7
Majors							
Non-Majors							

- c. What are the anticipated sources of these students?

5. If there are plans to offer the program away from the campus, briefly describe these plans, including potential sites and possible methods of delivery instruction.
6. Has the proposed program been reviewed and approved by the appropriate campus committees and authorities?
7. List date the program proposal was submitted to the Iowa Coordinating Council for Post High School Education (ICCPHSE) and results of listserv review.
8. Will the proposed program apply for accreditation? When?
9. Will articulation agreements be developed for the proposed program? With whom?
10. Describe the faculty, facilities, and equipment that will be required for the proposed program.

11. From where will the financial resources for the proposed program come (list all that apply, e.g., department reallocation, college reallocation, grants, new to the university)?

SOURCES	TOTAL AMOUNT

12. Estimate the total costs/total new costs (incremental increases in expenditures) that will be necessary for the next seven years as a result of the new program:

	TOTAL COSTS	TOTAL <u>NEW</u> COSTS
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		
Year 6		
Year 7		