ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

January 14, 2020

ACTION: **First and Final Round Approval of Deletion of Board Policy 4100; New Program Approval and Revisions to Board Policy 4200; Existing Program Review**

The revision of Board Policy 4200 integrates current policy expectations for both new academic program proposals and existing academic program review into one policy. As such, Board Policy 4100 can be eliminated. The procedures previously included in these two policies have been removed and are now reflected in correlating guidelines for each program-related process.

The System Office recommends approval of the Deletion of Board Policy 4100 and Revisions to Board Policy 4200.

ATTACHMENTS:

- Delete Board Policy 4100   (PDF)
- Revisions to Board Policy 4200   (PDF)

BOARD POLICY

All new programs, which include degrees; majors; options/concentrations, focus areas and endorsements within majors; certificates and minors, shall be submitted to the Vice Chancellor for Academic Planning and Partnerships, who will formulate a recommendation for the Chancellor and Board through the Academic Affairs Subcommittee.

Academic program termination and subsequent reinstatement of a program require approval of the Board.

PROCEDURE

Institutions should follow the guidelines below, which are based upon the Coordinating Commission for Postsecondary Education's "Proposal for New Instructional Programs." The completed proposal and any supporting documentation should be submitted to the Vice Chancellor for Academic Planning and Partnerships. The proposal should include the following criteria for program consideration:

1.   Descriptive information

    a.   Name of institution;
    b.   Name of program;
    c.   Degrees/credentials to be awarded graduates of the program;
    d.   Other programs offered in this field by the institution;
    e.   CIP code;
    f.   Administrative units for the program;
    g.   Proposed delivery site(s) and type(s) of delivery, if applicable;
    h.   Proposed date (term/year) the program will be initiated; and
    i.   Description, including credit hours and other requirements (program of study) and purpose of the proposed program.

2.   Centrality to Role and Mission

    Assurances that proposed program is consistent with its role and mission, as defined in Nebraska statutes, and that consideration of this program proposal at the College included faculty from across the institution.

3.   Evidence of Need and Demand

    a.   Need for the program – provide information, such as data, surveys, or studies, regarding:
        i.   Workforce needs of business, industry, and employers;
        ii.   Job and educational advancement opportunities for graduates; and
        iii.   Potential for the program to contribute to society and economic development, where appropriate.

    b.   Demand for the program – provide studies, surveys, or other evidence about student demand, including:
        i.   Number of students expected to enroll in the program in each of the first five years of operation; and
        ii.   Minimum number of students required to make the program viable.

4. Adequacy of Resources

   Assurances that the proposed program has resources adequate to develop and implement the program, a summary of the resources that will be available to the program, any special plans to encourage or maximize the efficient use of resources, and explanation of basis on which a decision about the adequacy of resources was made. The following areas should be addressed:

   a. Faculty and Staff Resources
      i. Number of current faculty and staff required to implement the proposed program in the responsible unit; and
      ii. Additional new faculty and/or administrative and support staff required, including graduate assistants, along with expected qualifications for these individuals.

   b. Physical Facilities
      i. Location of the proposed program;
      ii. Additional physical facilities, such as classrooms, laboratories, and offices, that will be require for the program; and
      iii. Plans for renovating existing facilities, constructing new facilities, or leasing additional facilities for the proposed program within the next ten years.

   c. Instructional Equipment and Informational Resources
      i. Computers;
      ii. Library holdings;
      iii. Data services; and
      iv. Telecommunication connectivity.

   d. Budget Projections for first five years of program
      i. Projected expenses (CCPE Table 1 or comparable representation)
      ii. Reallocation of existing resources and/or other revenue sources for expenses (CCPE Table 2 or comparable representation)

5. Avoidance of Unnecessary Duplication

   a. Identify other similar programs offered in the state by public or private institutions;
   b. Identify any similar programs offered within the states that are members of the Midwestern Higher Education Compact; and
   c. For graduate and professional programs, identify similar programs offered in contiguous states that would be reasonably accessible to Nebraska residents.

6. Consistency with the *Comprehensive Statewide Plan for Postsecondary Education*

   Explain how this program would enhance relevant statewide goals for education.

In all cases, the Board may require objective consultants to assist the Board in analyzing the proposal and arriving at a decision.   A copy of every proposal shall be forwarded to the Vice Chancellor for Academic Planning and Partnerships once it has been approved at the College level.

Legal Reference: RRS 85-308   State Colleges; purpose and courses

Policy Adopted: 1/28/77
Policy Revised: 6/5/93
Policy Revised: 6/2/06
Policy Revised: 1/21/15

ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM

BOARD POLICY

New Academic Program Approval:

All new academic programs, which include degrees; majors; options/concentrations, focus areas and endorsements within majors: certificates and minors, require prior approval of the Board. Proposals for new academic programs shall be submitted to the Vice Chancellor for Academic Planning and Partnerships for initial review and recommendation to the Chancellor and Board of Trustees.

Academic program termination and subsequent reinstatement of a program also requires the submission of a formal proposal identifying the College's recommendation, for approval of the Board. In all cases, the Board may require objective consultants to assist the Board in analyzing the proposal and arriving at a decision.

Existing Academic Program Review Process:

Existing academic programs shall be reviewed on a regular basis by each College, following the academic program review schedule established by the Coordinating Commission for Postsecondary Education (CCPE) for the Nebraska State Colleges. Such review shall be for the purpose of determining the quality and effectiveness of each academic program, the efficiency with which each is delivered, and for the purpose of avoiding unnecessary duplication.

Such review shall be consistent with state statutes and shall contain both qualitative and quantitative measures representative of sound academic practices. The review process provides for evaluation of each academic program once every seven (7) years and is primarily a self-study conducted at the department, school and/or college levels. Although designed to assist in program improvement to enhance program quality and promote attainment of educational goals, the review is also useful in planning and assuring efficient use of resources.

~~**PROCEDURE**~~

~~Review criteria for existing instructional programs shall include the following elements, which are consistent with the review requirements of the Coordinating Commission for Postsecondary Education (CCPE):~~

~~1.   Program Description~~

   ~~a.   List of majors, options/concentrations, focus areas, endorsements, certificates and/or minors offered within the program;~~
   ~~b.   Definition and number of hours required for program completion (programs of study), according to Board Policy 4140;~~
   ~~c.   Description of programmatic accreditation, if any;~~
   ~~d.   Description of any programmatic concerns based on assessment of program.~~

~~2.   Adequacy of Resources and related concerns, if any, in the following areas:~~

   ~~a.   Faculty and faculty-related resources;~~
   ~~b.   Informational resources (library, technology, data services, etc.);~~
   ~~c.   Physical facilities and instructional equipment, if applicable; and~~
   ~~d.   Fiscal resources.~~

~~3.   Evidence of Demand and Efficiency (per established CCPE standards)~~

   ~~a.   Student Credit Hours (SCH)~~

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~~b.~~   ~~Faculty Full-time Equivalency (FTE)~~
~~c.~~   ~~SCH/FTE percentages~~
~~d.~~   ~~Number of degrees and awards~~

~~4.~~ ~~Justification and evidence of need if the program is below established CCPE thresholds – one or more of the following statements must be supported with a detailed explanation:~~

~~a)~~   ~~Program is critical to the role and mission of the institution;~~
~~b)~~   ~~Program contains courses supporting general education or other programs;~~
~~c)~~   ~~Program is an interdisciplinary program;~~
~~d)~~   ~~Student or employer demand, or demand for intellectual property is high and external funding would be jeopardized by discontinuing the program;~~
~~e)~~   ~~Program provides unique access to an underserved population or geographical area;~~
~~f)~~   ~~Program meets a unique need in the region, state, or nation;~~
~~g)~~   ~~Program is newly approved within the last five years (no additional justification is needed)~~
~~h)~~   ~~Other?~~

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Each College shall perform the review according to the ~~criteria outlined above~~ established CCPE program review schedule and shall submit a report which compiles the results to the Vice Chancellor for Academic Planning and Partnerships for ~~its~~ review, along with supporting documentation and a recommendation for each program reviewed. Each program report will be considered by the Board for continuation of the program; those programs approved for continuation will then have their reports forwarded for consideration and approval by the CCPE.

Should an academic program hold state and/or national accreditation and is in good standing with the accrediting agency at the time of review by the Board, the official documentation that provides the results of the most current review of the program shall be accepted, along with a one (1) to two (2) page summary of the primary findings of the most recent accreditation visit, as the college's analysis of the program.

In the event a program does not meet or exceed the threshold requirements established by the CCPE, the College shall include in its report either a recommendation for terminating the program or a plan for taking corrective action which will improve and justify continuance of the program.

Legal Reference: RRS 85-1414   Programs; capital construction projects; review; commission, public institution, and governing boards; duties

Policy Adopted: 3/6/85
Policy Revised: 6/5/93
Policy Revised: 1/12/10
Policy Revised: