

**Council on Instruction
Policy Workshop
July 21, 2022**

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Associate Vice Chancellor for Academic
Affairs**

Policies to be Covered

- 3.4 Academic Program Approval
 - Updates
 - Process
 - Proposal
 - Post Audit
 - Program Modifications
- 3.7 Academic Program Review
 - 5-year program review
 - Low-Productivity
- 3.8 Changes in Academic Structure and Nomenclature
- 3.19 Academic Calendars

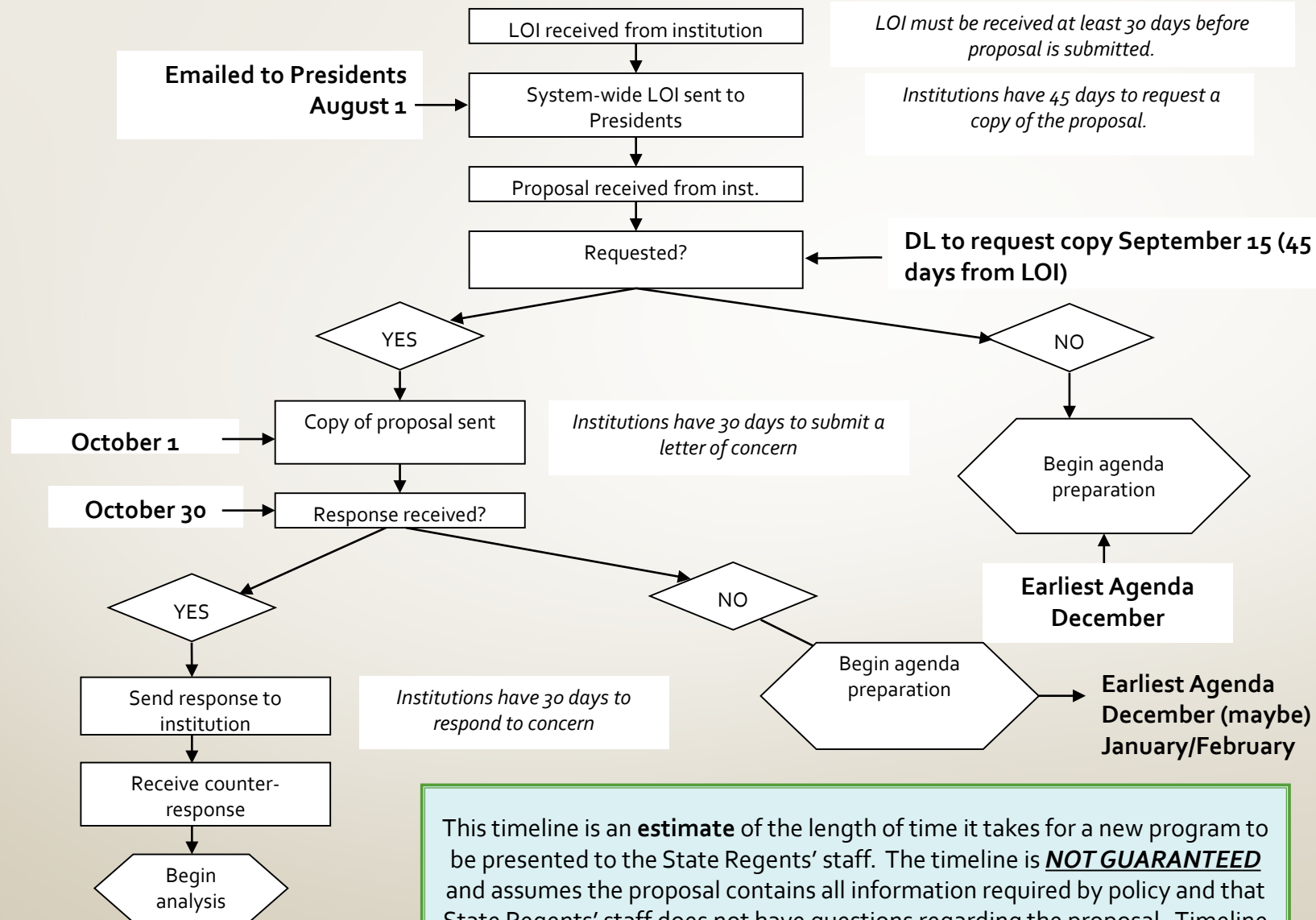
Updates to Academic Program Approval Policy

- April 15, 2021
 - Added definition for pre-requisite and updated definition of reverse transfer
- October 21, 2021
 - Added definitions for digital badge, micro-credential, post-audit, and provisional approval
 - Policy change to allow for abbreviated approval process for certificates of 15 or fewer credit hours
 - Added section to address criteria for requesting a micro-credential or digital badge
- April 28, 2022
 - Added language to remove the letter of intent requirement for certificates of 15 or fewer credit hours
 - Immediately places new certificates of 15 or fewer credit hours in the 5-year program review cycle

Program Approval Process

- Institution submits LOI to Chancellor
- LOI is emailed to Presidents system wide
- Institutions have 45 calendar days to request a copy of the proposal
 - Copies **MAY** be requested by President or Chief Academic Officer (follow institutional protocol)
- Institutions have 30 calendar days to notify State Regents' office of protest
 - Protest **MUST** come from President
- If no protest, *at least* 5-6 month process
- If there is a protest, the request will not move forward until the protest is resolved

Program Approval Flow Chart



This timeline is an **estimate** of the length of time it takes for a new program to be presented to the State Regents' staff. The timeline is **NOT GUARANTEED** and assumes the proposal contains all information required by policy and that State Regents' staff does not have questions regarding the proposal. Timeline **does not** take into consideration the number of new proposals in the queue.

New Program Requests

- Letters of Intent (LOI) are required for:
 - New Degree Programs (AAS/AA/AS/Bachelor/Master/Doctorate)
 - Certificates of 16 or more credit hours (stand-alone AND embedded)
 - Requests for online delivery of existing programs
 - 100% of the major coursework delivered electronically **OR**
 - Advertised as available online
- LOIs:
 - Must be signed by President to OSRHE to be official
 - Must be received at least 30 days before submitting proposal
 - **MUST** be sent to academicaffairsrequests@osrhe.edu
 - Must include:
 - Name of program
 - Location of delivery
 - Delivery method (traditional, online, both)

New Program Requests

- Things that may **DELAY** progress of your proposal's approval:
 - Insufficient or incomplete information
 - Omission of required information
 - Discrepancy between LOI and proposal
 - Use of non-current forms
 - Current forms can be located here:

<http://www.okhighered.org/admin-fac/academic-forms/>

New Program Requests

- CIP Codes
 - Current CIP codes can be found at <https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>
 - Suggested Instructional Program Code
 - Can leave blank (next available code will be assigned)
 - Can request specific never before used code
- Complete all requested information on cover page
 - **MUST** include date of governing board approval
 - **MUST** include President's signature

New Program Requests

- Undergraduate degree requirements
 - Breakdown of requirements should match detailed curriculum provided in proposal
- Provide specific curricular information
 - Include **ALL** general education courses
 - Include course titles – not just course prefix and course number
 - **ALL** degree requirements must be reported and listed on the degree sheet
 - **ASTERISK** all new courses

New Program Requests

- Faculty qualifications
 - List all program specific faculty and credentials (can submit CV/Resume – not required)
 - Faculty should meet HLC assumed practices qualifications
- Include details regarding support resources
 - Library resources
 - Laboratory and classroom space
 - Equipment
 - Technology

New Program Requests

- Purpose of program
 - What can students do with the degree?
 - What does the program prepare students for?
- Student and employer demand
 - Student survey data, state/local employment data, advisory board/employer support
 - <http://www.oesc.ok.gov/>
 - <https://www.okhighered.org/econ-dev/dashboards/>
- Address 5 workforce ecosystems (if applicable)
 - Aerospace/Defense
 - Energy
 - Agriculture/Biosciences
 - Information and Financial Services
 - Transportation and Distribution

New Program Requests

- Final approval criteria **MUST** come from same academic year using 5-year estimated student demand
- Must meet policy minimum as stated in 3.7.5.B.3

This program will enroll a minimum of **24** students in fall 2026 (year); and will graduate a minimum of **9** students in 2026-2027 (academic year).

Academic Year	Degrees Conferred	Fall Semester
2022-2023	0	8
2023-2024	0	12
2024-2025	3	16
2025-2026	5	20
2026-2027	9	24

New Program Requests

- Online delivery
 - Must have been included in LOI
 - 100% of major delivered electronically **OR**
 - Advertised as available online
- Describe faculty training
 - Quality Matters
 - Professional Development
- Describe delivery method
 - What learning platform? (D2L, Blackboard)
 - Additional software or platforms being used (Zoom, GoToMeeting)

New Program Requests

- Funding and Expenses
 - All amounts provided **MUST** include explanation
 - Funding **MUST** equal or exceed expenses
 - Use of existing resources
 - Include calculation/formula used to determine tuition
 - Faculty salaries should **ALWAYS** be included

3.4 Academic Program Approval

A. Funding Sources	Year of Program				
	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Total Resources Available from Federal Sources	\$0	\$0	\$0	\$0	\$0
Total Resources Available from Other Non-State Sources	\$0	\$0	\$0	\$0	\$0
Existing State Resources	\$28,566	\$31,691	\$30,816	\$31,441	\$31,566
<i>Narrative/Explanation: The amounts above reflect current funds within the College of Arts and Sciences already budgeted to support programmatic expenses.</i>					
Resources Available through Internal Allocation and Reallocation	\$15,488	\$15,488	\$0	\$0	\$0
<i>Narrative/Explanation: In years 1 and 2, funds from the deleted Associate of Arts in Anthropology (111) will be reallocated to the proposed Associate of Science in Astronomy.</i>					
Student Tuition	\$22,770	\$30,360	\$41,745	\$49,335	\$56,925
<i>Narrative/Explanation and Calculations: The amounts above were calculated based on resident tuition of \$126.50 per credit hour. State Community College anticipates students completing 30 credit hours per academic year and enrollment of 6, 8, 11, 13, and 15 students in years 1 through 5.</i>					
TOTAL	\$66,824	\$77,539	\$72,561	\$80,776	\$88,491

3.4 Academic Program Approval

B. Breakdown of Budget Expenses/Requirements	Year of Program				
	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Administrative/Other Professional Staff	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
<i>Narrative/Explanation: The amounts above represent a portion of 1 administrative staff member's salary that will support the program.</i>					
Faculty	\$12,360	\$12,360	\$12,360	\$12,360	\$12,360
<i>Narrative/Explanation: Current faculty will teach the existing courses required for the proposed program. The amounts above represent 10 percent of 2 faculty members' salaries who will teach students in the proposed program.</i>					
Graduate Assistants	\$0	\$0	\$0	\$0	\$0
Student Employees	\$0	\$0	\$0	\$0	\$0
Equipment and Instructional Materials	\$500	\$550	\$600	\$650	\$700
<i>Narrative/Explanation: The amounts above will cover costs associated with classroom instructional materials such as charts and models.</i>					
Library	\$100	\$125	\$150	\$175	\$200
<i>Narrative/Explanation: The amounts above will cover costs of subscription to discipline specific journals needed for student research.</i>					
Contractual Services	\$0	\$0	\$0	\$0	\$0

B. Breakdown of Budget Expenses/Requirements	Year of Program				
	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Other Support Services	\$0	\$0	\$0	\$0	\$0
Commodities	\$0	\$0	\$0	\$0	\$0
Printing	\$400	\$450	\$500	\$550	\$600
<i>Narrative/Explanation: The amounts above are budgeted for printing course syllabi and exams.</i>					
Telecommunications	\$0	\$0	\$0	\$0	\$0
Travel	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
<i>Narrative/Explanation: The amounts above will be used for faculty to travel to regional conferences.</i>					
Awards and Grants	\$0	\$0	\$0	\$0	\$0
TOTAL	\$28,566	\$31,691	\$30,816	\$31,441	\$31,566

3.4 Academic Program Approval

A. Funding Sources	Year of Program				
	1st Year	2nd Year	3rd Year	4th Year	5th Year
TOTAL	\$66,824	\$77,539	\$72,561	\$80,776	\$88,491

B. Breakdown of Budget Expenses/Requirements	Year of Program				
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TOTAL	\$28,566	\$31,691	\$30,816	\$31,441	\$31,566

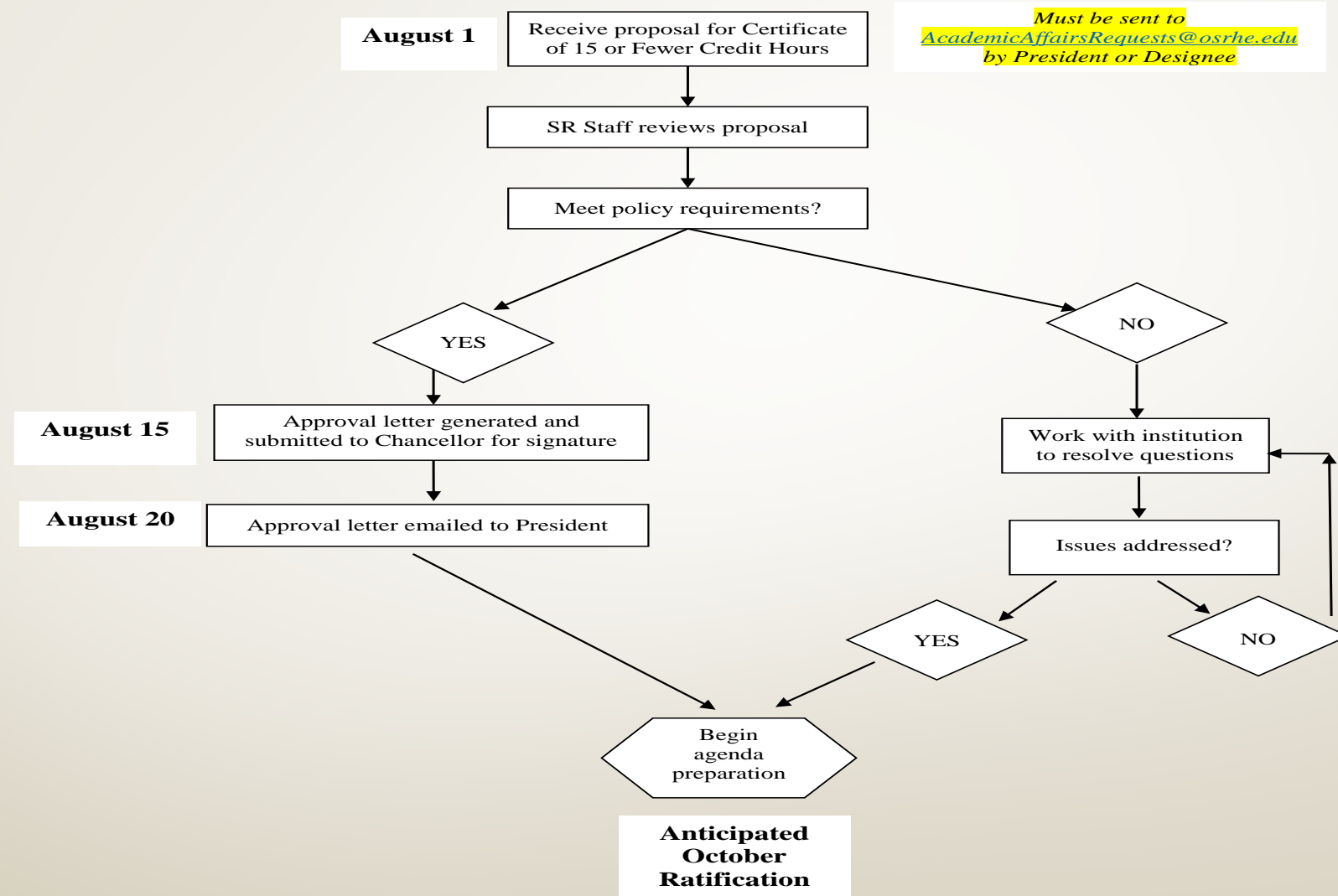
New Program Requests

- Embedded Certificates
 - Must adequately address student/employer demand
 - What can a student do with proposed certificate
 - Not used as a “motivator” for completion
 - Curriculum should be subset of main program
 - Up to 50% can come from related/guided electives and/or general education
 - Preferably a stackable credential
 - Courses should apply toward larger credential
 - Main program must be current with program review

New Program Requests

- Certificates of 15 or Fewer Credit hours
 - May be stand-alone OR embedded
 - Preferably a stackable credential
 - Courses should apply toward larger credential
 - Must adequately address student/employer demand
 - What can a student do with proposed certificate
 - Not used as a “motivator” for completion
 - If embedded, curriculum should be subset of main program
 - Up to 50% can come from related/guided electives and/or general education
 - If embedded, main program must be current with program review

Flow Chart for Certificates of 15 or Fewer Credit Hours



This timeline is an **estimate** of the length of time it takes for a new program to be presented to the State Regents' staff. The timeline is not guaranteed and assumes the proposal contains all information required by policy and that State Regents' staff does not have questions regarding the proposal. The timeline also does not consider the volume of programmatic requests submitted by all institutions.

Questions on New Program Proposals or Program Approval Process



Post Audit

- Only for programs under provisional approval
- Required even if a 5-year program review or specialty accreditation was completed
- Criteria to be met were proposed by institution and approved by State Regents
- Notification of review sent in spring
- Report due in September

Post Audit

- Numbers reported are for specific fall and specific academic year – provided in notification letter.

Bachelor of Science in Anthropology (203)

This program received provisional approval at the April 19, 2012 State Regents' meeting with continuation of the program beyond Fall 2022 dependent upon meeting the following criteria:

- Majors enrolled: a minimum of **25** students in **Fall 2021**; and
- Graduates: a minimum of **15** students in **2021-2022**.

Post Audit

- **BOTH** criteria met = Final Approval
- Only **one** or **neither** criteria met = Review Schedule Extension
 - Provide explanation on why productivity was not met
 - Steps to be taken to meet productivity
 - Next review date (no more than 3 years for extension)
 - After 3 extensions, institution will be contacted to discuss options for the program

Questions on Post Audit



Program Modifications

- All requests must include a cover page
 - Use **ONE** cover page per program (can include multiple requests)
 - A single cover page may include program modification changes, option deletion, option name change, and program name change
 - Include President's signature
 - Include date of governing board's approval
- All modification requests/notifications must be from President to Chancellor to be considered official
- For substantive modifications to be considered, the program must be fully in compliance with policy – current program review cycle
- Attach **ALL** necessary forms

Program Modifications

- Types of program modifications
 - Program Deletion
 - Program Suspension
 - Change of Program Name and/or Degree Designation
 - Option Addition
 - Option Deletion
 - Option Name Change
 - Program Requirement Change
 - Other Degree Program Modification
- Incomplete information may **DELAY** processing request

Program Modifications

- Deletions

- Programs **CAN** be deleted with students enrolled
- Must explain teach-out plan for remaining students
- Indicate number of courses being deleted
- Reallocation of funds
- Why is program being deleted
- If deletion of program impacts a cooperative agreement program – must complete additional form

- Suspensions

- No new students and no advertising
- How long is the suspension? 1, 2, or 3 years
- Why is program being suspended? What will happen?

Program Modifications

- Program Name/Degree Designation Changes
 - Program Name (Level III) – Biology to Biological Science
 - Degree Designation (Levels I and II)
 - Level I Bachelor of Arts to Bachelor of (Specialty)
 - Level II Bachelor of Arts to Bachelor of Fine Arts
- Option Addition
 - **MUST** share an approximate 50% common core of related course requirements excluding general education
 - Courses can share the same two-digit CIP Code
 - Students could select between different (related) biology courses

Program Modifications

- Option Deletion
 - Options **CAN** be deleted with students enrolled
 - Must explain teach-out plans for remaining students
 - Indicate number of courses being deleted
 - Reallocation of funds
 - Why is option being deleted
- Option Name Change
 - (Level IV) – Family Science to Human Science

Program Modifications

- Program Requirement Change
 - Curricular changes
 - Admission criteria
 - Graduation criteria
 - Course changes
- Modifications are either substantive or non-substantive
 - Substantive modifications require State Regents' approval at a State Regents' meeting
 - Non-substantive modifications require only to be reported to the State Regents' office

Program Modifications

- Substantive Modifications
 - Changes in what students must complete to graduate (3.4.2)
 - Changes in number of credit hours students must complete to graduate
 - Deleting a required course
 - Adding a required course
 - Changing program admission requirements
 - Changing credit hours required for guided electives (i.e. from 12 to 15)

Program Modifications

- Non-Substantive Modifications
 - Adding or removing courses from a list of electives but credit hours required for electives remain unchanged
 - Changing course prefix or title
 - Changing course number, IF credit hours remain the same

Program Modifications

- Tips for noting modifications
 - Clearly delineate between deleted courses and removed courses
 - Deleted = removed from college catalog
 - Removed = only being removed from program – remains in catalog
 - Asterisk all new courses
 - New = newly developed courses (not new to the catalog)
 - Clearly indicate changes – side by side comparison
 - Clearly note when course prefix/number is changed but course content remains the same

Program Modifications

- Additional tips for noting modifications
 - Note whether modification is for all options or specific option(s)
 - Ensure all changes are legible (avoid handwritten, if possible)
 - Changes may be submitted using current/proposed degree sheet or template on form
 - Include brief narrative for overall changes
 - EXAMPLE - The proposed changes are recommendations from the program advisory board to align courses with current accreditation standards
 - EXAMPLE – The proposed changes update courses to include content that will better prepare students for employment
 - No need for explanation of each specific change

Program Modifications

MAJOR REQUIREMENTS		
MATH 3013	Linear Algebra	3
ECEN 3314	Electronic Devises and Applications ³	4
ECEN 3513	Signal Analysis ³	3
ECEN 3714	Network Analysis ³	4
ECEN 4013	Design of Engineering Systems ³	3
ECEN 4024	Capstone Design ³	4
ECEN 4503	Random Signals and Noise ³	3
IEM 3503	Engineering Economic Analysis ³	3
ECEN 3613	Two of the following: Electromagnetic Fields ³	6
ECEN 3723	Systems I ³	
ECEN 3913	Solid State Electronic Devices ³	
	ECEN Electives ³	15
ELECTIVES		
ENSC 2123	One of the following: Elementary Dynamics	3
ENSC 2143	Strength of Materials	
ENSC 2213	Thermodynamics	
EXXX	Engineering courses 3000 level or above Other approved MATH, CS, STAT	
Total major requirements		51
Total credit hours required for the degree		121⁴

MAJOR REQUIREMENTS		
MATH 3013	Linear Algebra	3
ECEN 3314	Electronic Devises and Applications ³	4
ECEN 3513	Signal Analysis ³	3
ECEN 3714 3713	Network Analysis ³	4 3
ECEN 4013	Design of Engineering Systems ³	3
ECEN 4024	Capstone Design³ (REMOVE)	4
ECEN 4903	Internship	4
ECEN 4503	Random Signals and Noise ³	3
ECEN 3723	Systems I ³	3
IEM 3503	Engineering Economic Analysis³ (DELETE)	3
ECEN 3613	Two Three of the following: Electromagnetic Fields ³	6
ECEN 3723	Systems I³	
*ENGR 3433	Radar Systems (NEW)	
ECEN 3913	Solid State Electronic Devices ³	15 12
ECEN 4513	Signal Analysis II (ADD)	
	ECEN Electives ³	
ELECTIVES		
ENSC 2123	One of the following: Elementary Dynamics	3
ENSC 2143	Strength of Materials	
ENSC 2213	Thermodynamics	
EXXX	Engineering courses 3000 level or above Other approved MATH, CS, STAT	
Total major requirements		51 54
Total credit hours required for the degree		121⁴ 124

Program Modifications

- Other Degree Program Modifications
 - Changes not addressed by other forms
 - Non-substantive changes – may include but are not limited to:
 - Changes in course prefix
 - Course number change (if credit hours remain the same)
 - Course title changes

Helpful Information

- Current CIP Codes (6 digits)
<http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>
- Internal deadlines for State Regents' agenda items are 6 weeks before meeting
- **Do not** update catalog or websites until changes are approved by State Regents
- **Do not** advertise new programs until approved by State Regents
 - Using *Pending State Regents' approval* is discouraged
- Informational Reports can be found at:
<http://www.osrhe.edu/oeis/ProductivityReport/Main.aspx>
- Official program requests **MUST** be submitted electronically
academicaffairsrequests@osrhe.edu
 - Must be signed by President
 - May be emailed from President's designee
 - **No need to CC academic affairs staff**

Questions on Program Modifications



Academic Program Review

- All active programs with final approval require a program review every 5 years
 - In-depth review of program (external review is optional)
 - Certificates embedded within a program are reviewed along with the main program
 - Certificates not embedded within a program must be reviewed independently
 - Programs in Post-Audit status are not required to have 5-year program review
- Institutions may request to use external accreditation in lieu of 5-year program review
- Must be submitted signed by President
- Due by end of calendar year

Low Productivity

- Programs that do not meet minimum productivity criteria outlined in policy (3.7.5.B.3)
- 5-year average

Degrees conferred

AA/AS	5
AAS	5
Bachelor's	5
Master's	3
Doctorate	2

Majors enrolled

AA/AS	25
AAS	17
Bachelor's	12
Master's	6
Doctorate	4

Low Productivity

- Programs excluded from Low Productivity reporting:
 - Programs in Post-Audit
 - Received an exception within the past 5 years
 - Suspended programs
- Notification sent to Chief Academic Officer
- Report due in March-April
- Reports must be returned to academicaffairsrequests@osrhe.edu
- Process must be completed by June State Regents' meeting

Low Productivity

- Does not take the place of a 5-year program review
- Continuation of program
 - Specify which exception is being requested
 - Provide brief explanation of why productivity was not met
 - What steps will be taken to increase productivity
 - Provide rationale for continuation
- Deletion or suspension of program
 - Follow-up with Request for Program Modification and deletion or suspension request
 - Must have governing board approval

Low Productivity

- 1) New Program
 - Programs recently out of post-audit
- 2) Liberal Arts and Sciences Programs
 - Programs in which the curriculum supports the general education and other degree programs
- 3) Offline Programs
 - Programs scheduled for deletion or suspension
- 4) Restructured Programs
 - Programs that have undergone modifications

Low Productivity

- 5) Special Purpose Programs
 - Programs that serve a special population or community need
- 6) Data Discrepancies
 - Factual errors that can be verified
- 7) No Cost/Justifiable Cost Programs
 - Programs that require no additional cost or have justifiable costs

Low Productivity

- Coded in degree inventory according to exception request
- Remain on Low Productivity report for 5 years
- If still low producing after 5 years – program will appear on the report
- Example
 - AS in English – requested in 2013 for continuation based on being a Liberal Arts and Sciences Program
 - Regardless of productivity, program does not appear on report for 5 years
 - In 2018, if AS in English still does not meet productivity criteria, another request for continuation must be submitted

Questions on Program Review



Changes in Academic Structure and Nomenclature

- Changes that require State Regents' approval
 - Creation of new instructional unit where none existed (department, school, college)
 - Division of a single instructional unit into two or more
 - Upgrading an instructional unit to a higher level status (department to school)
- Changes that require notification only
 - Change in name of instructional unit (maintain status level)
 - Move instructional unit from one college/school to another

Questions on Academic Structure and Nomenclature



Academic Calendar

- Form is updated in July and available online by August
- **Due in December**
- **MUST** be sent electronically to academicaffairsrequests@osrhe.edu
 - Must include President's signature
- Compiled into 2 Excel documents
 - <http://www.osrhe.edu/admin-fac/academic-calendar/>
 - Regular semester schedule
 - Short/interim courses schedule
- Available on website end of January
- Review dates carefully

Spring break should encompass the third Wednesday in March

House Bill No. 2727, Section 22, expressed legislative intent that public schools, area vocational-technical schools, and higher education institutions coordinate spring break dates for the 2001-2002 school year.

The coordinated spring break dates beyond 2002 still need to be established. The week encompassing the third Wednesday of March of each year is higher education's suggested timeline. Please contact this office to indicate if you concur with the proposed coordinated spring break schedule.

Through 2028, these dates are:

2023	March 13 – March 17
2024	March 18 – March 22
2025	March 17 – March 21
2026	March 16 – March 20
2027	March 15 – March 19
2028	March 13 – March 17

Questions on Academic Calendar



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