

GUIDELINES FOR INSTRUCTIONAL PROGRAM APPROVAL AND DISCONTINUANCE

The entire **Section III. Postsecondary Affairs** of the State Board of Education policy includes information for instructional program approval and discontinuance, program review, continuing education/off-campus instruction, and delivery of postsecondary education among many others specific policy requirements, http://www.boardofed.idaho.gov/policies/policy_jump.asp. You are strongly encouraged to read this section for specific information and criteria that the SBOE will use to evaluate program approval or discontinuance.

Additionally, the Board affirms that a major percentage of instructional program planning, assessment, and review rests with the institutions, both in theory and in practice. The templates, additional resource documents and links can be found on the Provost's Office website: <http://www.uidaho.edu/provost/policyguidelines/planning>.

Definitions:

Academic Program: An academic program is a systematic, usually sequential, grouping of courses (i.e., curricula) that provides the student with the knowledge and competencies required for an academic certificate, or an associate, baccalaureate, master's, specialist, or doctoral degree (See definitions in Section III E-1). There are several distinct degree and certificate programs depending upon time and orientation of the curriculum. A course or series of courses leading to an Academic Certificate of Completion is not considered an academic program for approval purposes.

Academic Program Components: (a) Major--A principal field of academic specialization that usually accounts for 25 to 50 percent of the total degree requirements; the concentration of coursework in a subject-matter major serves to distinguish one program from others leading to the same or a similar degree. (b) Minor--A body of coursework that pertains to a secondary area of academic or specialization. The coursework usually amounts to between 15 to 25 percent of the total degree requirements. (c) Emphasis--One of two or more alternatives within the same major but usually affecting only 20 to 40 percent of the requirements in the major. (d) Option--One of two or more alternatives within the same major; the differences between the options usually amount to 50 percent or more of the requirements in the major.

An **Academic Certificate** is a credential awarded for completion of a coherent program of study consisting of 12 semester credits or more at the University of Idaho, representing a coherent body of knowledge that does not lead to a degree. All credit requirements for an Academic Certificate must receive approval through the NOI process.

Instructional Units: Instructional Units include: Departments, Institutes, Offices, Centers, Divisions, Schools, Colleges, Campuses, Branch Campuses, and Research Units.

Planning:

Program and administrative change initiatives in administrative, academic, or research units, including distance learning/outreach delivery, should be anticipated and prioritized in unit action plans. The following points need to be considered and addressed at the University in addition to the SBOE policy:

- Determine program parameters/changes required

- Evaluate the program based on University and unit strategic and action plans, including diversity and affirmative action plans, and the SBOE 5 year plan
- Consult with relevant parties i.e. (faculty, students, other programs, UI centers, university outreach, administration, graduate council, university curriculum committee, external advisory groups, and accreditation bodies) requesting responses to document proposed action.
- Evaluate fiscal and budget impact (one time or on-going), resource savings, personnel, space, cost efficiency
- Evaluate and document impacts
- Assess technological infrastructure and delivery requirements

Forms:

- Proposal for Other Academic Program Activity and Excel budget form:
 - All new minors, options, emphasis or certificates; off campus programs of this nature; new instructional/research units; contract program/collaborative; discontinuance of these existing items; consolidation of these existing items; and expansion of these existing items.
- Proposal for Baccalaureate Degree programs and Excel budget form:
 - All new undergraduate programs/majors; off campus instructional programs of this nature; contract program/collaborative; consolidation of existing programs of this nature; expansion of existing programs of this nature; and discontinuance of existing programs of this nature.
- Proposal for Graduate and Doctoral Degree programs and Excel budget form:
 - All new graduate and doctoral programs; off campus programs of this nature; contract program/collaborative; expansion of existing programs of this nature; consolidation of existing programs of this nature; and discontinuance of existing programs of this nature.
 - As part of the process, all **doctoral** program requests will require an external peer review.
- Routine Changes do not require a Program Proposal Form. Routine changes are routed internally through the curricular approval process. Please see the Procedures for Curricular Change on the University Curriculum Committee website: <http://www.uidaho.edu/registrar/ucc>. Routine changes include but are not limited to:
 - The addition or deletion of courses
 - Changes to the credits, description, prerequisites, title, cooperative-listing, cross-listing, joint-listing etc. of existing courses
 - Changes to the curricular requirements of existing majors, minors, academic certificates, etc.

Institutions must provide prior notification of a name or title change for programs, degrees, departments, divisions, colleges, or centers via a letter to the Office of the State Board of Education sent forward by the Office of the Provost and Executive Vice President. **These requested changes will first be routed according to the internal process described below.**

Internal Process/Routing:

1. Communicate your program proposal intention to your dean who will then contact the Provost and seeks preparation advice. See the timeline for processing programs on the Provost's Office web site.
2. Provide a draft of the appropriate program proposal form to the Provost's Office.
3. Incorporate feedback from the content review of the draft and conduct the department and college approval processes.
4. Upon college level approval, forward the final documents to the Office of the Provost and Executive Vice President electronically as **Word and Excel files**.
5. The Provost will indicate his approval in circulating the program proposal through the university approval process consistent with institutional policy which is conducted in this order:
 - a. When applicable to Graduate Council, **Wednesdays**
 - b. To University Curriculum Committee, **Mondays**
 - c. To Faculty Senate, **Tuesdays** (allow 1 week after UCC before this agenda)
 - i. Approval at General Faculty Meetings (1 time in fall and 1 time in spring)
or
 - ii. Approval through a General Policy Report (publishing date varies, review period is 14 days)
 - d. When applicable to the Vice President of Research/Graduate Studies
 - e. Approval by the Executive Director of Planning and Budget
 - f. Approval by the Chief Financial Officer
 - g. Approval by the Provost
 - h. Approval by the President

State Board of Education Approval:

1. The Office of the Provost and Executive Vice President sends the program proposal and budget to the SBOE, Chief Academic Officer.
2. The proposal will be reviewed for **30 days** by the Council on Academic Affairs & Programs (CAAP).
3. CAAP makes a recommendation to the Instructional, Research and Student Affairs (IRSA) committee of the SBOE. IRSA recommends the program proposals moving forward to the SBOE Executive Director for approval or for board approval.
 - a. If less than a fiscal year impact of \$250,000, Executive Director approval is acquired. NOTE: The executive director has the authority to forward any program proposal to the SBOE for approval at a board meeting.
 - b. If more than a cumulative fiscal year impact of \$250,000, the program proposal is forwarded to the SBOE for approval at a board meeting.
 - c. Graduate Programs require SBOE approval at a board meeting.