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5.209 Academic Program Approval

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Academic Program Approval Policy Policy 5.209	
Academic Policies		Effective date: June 6, 2009	
Policy History:	Approved by:	Resolution #	Date
Approved	Board of Governors	6.6.09:22	June 6, 2009
Revised	Chancellor	N/A	November 5, 2014
Revised (Non-substantive)	Office of University Counsel	N/A	May 18, 2017
Responsible Office	Responsible Administrator:	Contact information	Applies to:
Office of Vice Chancellor of Academic Affairs	Vice Chancellor of Academic Affairs	937-769-1890	All Academic Degree Programs and Academic Certificates

NOTE: This policy consolidates the following policies in effect on June 30, 2014:

- 5.209 New Degree Program Approval
- 5.211 Substantive Changes to Existing Degree Programs

I. Introduction

A. Purpose

The development of new degrees, degree programs, degree program concentrations, and academic certificates constitutes a major initiative in the academic direction for Antioch University. As a consequence, the process of approving new degree programs as well as substantive changes to existing programs must be deliberate and broadly consultative to assure cohesiveness of the University's overall academic portfolio.

The goal of this policy and process is to ensure thoughtful consideration and necessary University oversight, as well as institutional nimbleness and responsiveness to regional, national, and international needs. Therefore, the process from concept to approval for a new University degree, degree program, degree program concentration or academic certificate has clearly delineated and time-bound steps, as outlined in this policy.

B. Jurisdiction

This policy applies to all new and substantively modified Antioch University academic degrees, degree programs, degree program concentrations and stand-alone academic certificates. This policy does not apply to curricular changes that are non-substantive logical extensions of existing degree programs or certificates, which are addressed in Policy 5.207 Academic Change Approval. The University Office of Academic Affairs determines the applicability of this policy to curricular changes.

C. Scope

This policy applies to the academic review and approval of the curriculum associated with a proposed new or substantively modified academic degrees, degree programs, or stand-alone academic certificate. This review includes an analysis of the curricular alignment with the University mission, academic design, assessment planning, and faculty expertise, as well as the relationship of this program to curricular offerings outside the University and how the program addresses a regional, national or international need for educational services.

This policy does not pertain to the campus or university decisions about the implementation, allocation of resources, and staffing of the curriculum. In addition, this policy does not apply to non-academic educational offerings.

II. Definitions

Antioch Campus: For the purposes of this policy, “campus” refers to the five campuses of Antioch University (Los Angeles, Midwest, New England, Santa Barbara, and Seattle) *as well as* any University academic unit. All campuses, including University academic units, are expected to have academic governance and curricular processes to ensure program oversight.

Academic Program: A new degree, degree program, or academic certificate that contains 50% or more coursework that is not contained within a degree program.

Academic Program Proposal: A comprehensive description and request for the approval of a new degree, degree program, degree program concentration, or stand-alone academic certificate.

Collaboration: For the purposes of this policy, collaboration is defined as sharing responsibility with others for the development of a program proposal. Collaborators give up their local identity for a shared program identity and share resources for the common program development objective.

Consent Agenda: An agenda sent in advance to the University Academic Council (“UAC”) with recommendations and information on new program proposals submitted to the Council of Chief Academic Officers (“CCAO”) or UAC New Program Committee.

The UAC would vote to approve all the recommendations by consent without additional discussion. Members of the UAC can request that specific items be moved to the regular discussion agenda.

Consultation: For the purposes of this policy, consultation is defined as providing input and feedback to others at various stages of the program development process, without necessarily giving up local program identity.

Curriculum Committees: The faculty bodies that provide academic oversight of the curriculum and conduct the initial review of all academic proposals. (As stated above, all campuses, including University academic units, will have established curriculum committees.) Curriculum Committees review proposals covered under this policy that are submitted to them by the Program Lead. For proposals that span more than one curriculum committee, the Vice Chancellor for Academic Affairs (“VCAA”) will make the determination of which Curriculum Committee has primary responsibility for the review of the proposal.

Non-Substantive Modification: A change to a degree program or stand-alone academic certificate that does not require full internal review, including but not limited to the following:

- Updating of course or program titles
- Establishment of academic certificates in which at least 50% of the coursework/curriculum is contained in existing degree programs
- Changes in academic delivery, including instructional method and location
- Changes in degree programs and certificates that modify the major or academic focus but do not qualify as substantive changes

Non-substantive modifications are subject to Policy 5.207 Academic Change Policy and are not covered under this policy, 5.209 Academic Program Approval Policy.

Proposal Initiator: An initiative can be brought by any individual or group with an idea for a new degree, degree program, degree concentration, or stand-alone certificate, including faculty, staff, and other individuals who have a connection with the University. The individual or group initiating the idea will serve as the lead for the proposal. If the person developing the initial proposal is not a faculty member, once the proposal has been developed, the person is required to find a faculty member to serve as proposal lead.

Proposal Lead: The faculty member responsible for taking the proposal to the appropriate curriculum committee for review and approval. The individual serves as the lead for the development of the academic program proposal, in conjunction with the proposal initiator, if the Lead is not the Initiator.

Proposal Sponsor: The individual responsible for shepherding proposal through the approval process beyond the curriculum committee review. In most cases, the proposal sponsor is a campus or University chief academic officer.

Substantive Modification: An extensive change to an existing degree, degree program, or stand-alone academic certificate, including but not limited to the following:

- Changes in courses or course content in a degree program or applicable certificate programs that represent a significant academic departure from the existing program or University curriculum, which may result in the assignment of a new CIP code. Assessment of the CIP code assignment will be made collaboratively between the campus chief academic officer and the Office of Academic Affairs.
- Changes to the type of degree (e.g., BA, MA, MBA) under which the existing program is offered to a degree not yet offered by the University.
- Changes that require substantial financial investment or resources.
- Modifications that could result in a significant change in the character or nature of the University student body.
- Changes that result in an increase or decrease in the number of credit hours per course in 25% or more of the courses in the program.
- Changes that result in a 10% increase or decrease in the number of clock or credit hours required for successful completion of an academic program.
- Changes that result in 25% or more of a program being offered through a contractual agreement (non-accredited third party). NOTE: Programs that outsource more than 50% of its curriculum to a non-accredited third party will not be approved.
- Changes that result in 50% or more a degree program being offered through consortial agreement (accredited third party).

UAC New Program Committee: The UAC Committee designated with reviewing new program proposals. The UAC designates a member to chair the committee and coordinate review of new programs being brought to the UAC for consideration. Upon receipt of proposals for consideration, the chair will identify and contact at least two other members of the UAC from different campuses to review the proposal and offer recommendations to the UAC. At least one faculty member and one academic officer will be part of any given ad hoc committee reviewing proposals. The Committee chair may also invite someone outside the UAC with subject matter expertise to participate in the review process as needed and as approved by the UAC Co-chairs. If a UAC member has concerns about the composition of a specific committee, the member should address this with the UAC Co-chairs.

III. Academic Authority

A. Antioch University maintains oversight and authority over all degrees, degree programs, degree concentrations, and academic certificate programs, regardless of location or mode of delivery, in accordance with this policy and Policy 5.207 Academic Change Approval Policy.

B. Academic Program Implementation

1. All certificates, concentrations, degrees, and degree programs that are marketed to and serve the educational needs of the region are offered by campuses.

2. All certificates, concentrations, degrees and degree programs that are marketed to and serve a student population that spans more than one region or that serves a national or international population are coordinated through the Office of Academic Affairs or offered by a University academic unit. Primary academic and administrative responsibility for offering programs that span more than one region may be assigned to a campus or university academic unit. Existing programs are exempt and continue to be offered under the current campus or academic unit.

IV. Proposal Development Process

All curriculum proposals that are subject to this policy follow the same initial development process:

- A. The Proposal Initiator or Program Lead develops a basic framework for a curriculum proposal and identifies a Program Sponsor for the initiative.
- B. The Program Sponsor takes the following actions:
 - i. Notifies the VCAA of the plan to develop a proposal.
 - ii. Completes a Request for Consultation or Collaboration template and posts to the web-based faculty collaboration site, according to established procedures. Faculty must respond within 7 days of the posting of the request if they want to be included in the initial program development phase. NOTE: Whereas collaboration among faculty is encouraged, the commitment to collaborate includes an expectation of timeliness and engagement in the development process. Faculty who are unable to participate in a timely manner will not be permitted to delay the development process.
 - iii. Requests that the Vice Chancellor Vice Chancellor for Marketing and the Vice Chancellor for Enrollment Management (or designee) provide any available market analysis and enrollment data.
- C. The VCAA consults with the Program Sponsor regarding the type of change proposed, comparable programs and initiatives at other campuses, and available resources such as existing research data, in order to develop the review level and pathway required.
- D. The VCAA informs the Program Sponsor of the review level and pathway for the proposal within 14 days of receipt of the notification.
- E. The Program Sponsor informs and assists the Program Lead in the development of an academic program proposal that addresses academic integrity, preliminary analysis of market need, planning, and institutional capacity (See Policy 5.209 Academic Program Proposal template).

V. Pathways for Review and Approval of New Initiatives

Proposals covered under this policy follow one of the following pathways depending on their level of collaboration and approval. The different levels are defined as follows:

Level 1: Initiatives, such as new program concentrations or academic certificates, that do not involve collaboration beyond the campus associated with the Program Sponsor. These proposals are subject to review by the VCAA or the CCAO, as established by the VCAA, and may require external review and approval by professional, state, regional, or federal authorizing bodies.

Level 2: Initiatives, such as new or substantively modified degrees, degree programs or undergraduate degrees that present opportunities for collaboration beyond the campus associated with the Program Sponsor. These proposals receive full review by the UAC, and may require approval by the University Leadership Council (“ULC”), AU Board of Governors, as well as professional, state, regional, or federal authorizing bodies.

VI. Review Level Processes and Timelines

A. Level 1 Review and Approval Process

1. Curriculum Committee Review
 - a. The Proposal Lead submits the Academic Program Proposal to the chair of the relevant faculty curriculum committee
 - b. The Curriculum Committee reviews and provides feedback to the Proposal Lead and the CAO within 45 days of the submission. If the submission is not endorsed, the Curriculum Committee must provide specific information about what is lacking and how to improve the proposal.
2. The relevant CAO reviews the proposal and provides feedback within 15 days of the Curriculum Committee review.
 - a. If approved, the Proposal Sponsor submits the proposal to the VCAA.
 - b. If not approved, the CAO provides specific information about what is lacking and how to improve the proposal. Any subsequent submission to the CAO must be reviewed and commented on within 15 days of receipt.
3. The Proposal Sponsor and CAO submit the approved proposal to the relevant campus Provost or VCAA, who reviews the proposal and completes the following within 45 days of receipt of proposal.
 - a. If the submission is not approved, the campus Provost or VCAA must provide specific information about what is lacking and how to improve the proposal.
 - b. Upon approval the Proposal Sponsor submits the proposal to the VCAA.
4. The VCAA makes the following determinations:
 - a. Whether the proposal requires a review by the CCAO. If required, the VCAA submits the proposal to the CCAO for upcoming meeting. (The CCAO must review the proposal within 45 days of submission to the VCAA.)
 - b. Whether additional external review or notification is required. If required, the

VCAA works with the CAO to process the paperwork accordingly. The VCAA communicates any required modifications based upon external reviews to the CAO. All required modifications will be made and approved at the relevant levels prior to proposal implementation.

5. Upon acquisition of all required approvals, the VCAA notifies the CAO and posts the information about the proposal to an established web-based site.

B. Level 2 Review and Approval Process

1. Complete Steps 1-3 of the Level 1 Review Process above.
2. The Proposal Sponsor submits the approved proposal to the VCAA, who takes the following actions with 7 days of receipt:
 - a. Submits the Proposal to the UAC New Program Committee Chair.
 - b. Submits the proposal to the Vice Chancellor for Vice Chancellor for Marketing for analysis of marketability and to the Vice Chancellor for Enrollment for enrollment planning.
 - i. Within 30 days of receipt of the proposal, the Vice Chancellor for Marketing submits a market analysis and marketing plan.
 - ii. Within 30 days of receipt of the proposal, the Vice Chancellor for Enrollment Management submits enrollment projections and a recruitment plan.
 - c. Determines the need for additional external approvals.
3. The UAC New Program Committee Chair completes the following tasks within 7 days of receipt of the proposal:
 - a. Forms the UAC New Program Committee to review the proposal.
 - b. Posts the proposal in the established web-based faculty collaboration site for a 2-week comment period from full-time faculty across the University. Feedback will be considered as part of the New Program Committee deliberations.
4. Within 45 days of the receipt of the proposal, UAC New Program Committee Chair:
 - a. Presents the committee with the proposal, market analysis and marketing plan, enrollment projections and recruitment plan, and any other pertinent information.
 - b. Leads the committee meeting and documents the committee's response.
 - c. Submits the response to the VCAA.
 - i. If the proposal is not recommended, the UAC New Program Committee must provide specific information about what is lacking and how to improve the proposal. The UAC New Program Committee Chair communicates any required changes or concerns to the Program Sponsor.
5. If the proposal is recommended, the VCAA places the proposal on the upcoming UAC meeting agenda as a consent agenda item.

6. The UAC reviews the proposal at the first meeting immediately following UAC New Program Committee recommendation.
7. Within 7 days of UAC approval, the VCAA processes or coordinates the processing of all approvals and notifications, as needed.
 - a. ULC – no more than 15 days to review
 - i. New programs, including undergraduate majors
 - ii. New degrees
 - iii. Programs in areas in which we currently do not have faculty expertise
 - iv. Proposals that are not included in the 3-year budget and planning documentation or that require substantial financial investment or resources
 - v. Modifications that could result in a significant change in the character or nature of the University student body
 - b. Board of Governors – no more than 45 days to review
 - i. New degrees
 - ii. Programs in areas in which we currently do not have faculty expertise
 - iii. Proposals that require substantial financial investment or resources
 - iv. Modifications that could result in a significant change in the character or nature of the University student body
 - c. External approvals – typically up to 120 days
 - i. State approvals (processed concurrently)
 - ii. Higher Learning Commission approval
 - iii. Federal government approvals
8. Upon acquisition of all required approvals, the VCAA posts the information about the proposal to an established web-based site. The VCAA communicates any required modifications based upon external reviews to the Program Sponsor. All required modifications will be made and approved at the relevant levels prior to proposal implementation

VII. Assurance of Timeliness

In order to support institutional nimbleness as well as responsiveness to regional, national, and international needs, adherence to the timelines outlined in this policy is required. Maximum time frames are established for each major activity. Failure to act within the maximum time frames may result in the materials being moved to the next step in the development and approval process.

Policy Cross References

Curriculum Standards	Policy # 5.201
Academic Change Approval Policy	Policy # 5.207