

IV. POLICY AND PROCEDURES CONCERNING NEW PROGRAMS

POLICY

1. For the purposes of this Section, "New Programs" shall be defined as:
 - a. Offerings at any campus or other location leading to the establishment of any degree level, in any field, not previously offered; including but not limited to diplomas and certificates; and associate, baccalaureate, professional, masters, or doctoral degrees. Diploma or certificate programs at technical colleges or education centers which normally require less than one year's full time study to complete are exempted.
 - b. Offerings at any campus or other location, at any degree level, leading to the establishment of a new major, or a new option, specialization or concentration within a currently authorized field, where any such major, option, specialization or concentration is to be publicized in any manner.
 - c. Creation at any campus or other location of any Center, Bureau, Institute, or any other budgetary or administrative unit (except an academic department, school or college), for the purposes of carrying out research, public service activities, or instruction, or any combination of the above.
2. The Commission does not require approval of the creation of new academic departments, schools or colleges within existing institutions, unless such administrative change has program implications, but requests institutions to notify the Commission promptly of such changes as may be effected.
3. Changes of program titles, without any change in objectives, purposes, or curricula, normally are not to be regarded as new programs, but such contemplated changes shall be discussed with the Commission staff

- prior to implementation and the Commission staff shall be notified promptly in writing as such changes may be effected.
4. Deletion of any program, or of any academic school, department or college, does not require prior Commission approval, but prompt notification of such changes shall be made to the Commission staff in writing.
 5. No proposed new program may be publicized in the catalog of any institution or in any other written material, prior to approval of the program by the Commission.
 6. The Committee on Academic Program Development will establish and maintain procedures designed to implement this policy.

PROCEDURES

1. It is essential for Commission staff to have the opportunity to consult with an institution early in its consideration and planning of new programs. This is particularly important in determining whether new activities proposed may, or may not, require Commission approval; and in assisting institutional staff in drafting proposals acceptable for consideration by the Commission.
2. No formal proposals may be considered by the Committee unless the institution has previously filed a Letter of Intent briefly describing the program. A Letter of Intent, which is not binding on the part of the institution, may be submitted at any time but not later than 90 days prior to submission of a formal program proposal. Exceptions to this requirement may be made in justifiable emergencies, by the Committee on Academic Program Development.
3. The purpose of a Letter of Intent is to give advance notice to the Commission staff, and to the Committee on Academic Program Development, of an institution's intent, at the time of writing, to propose a new

program. Such Letters are not binding in the sense that subsequent investigation on the part of the institution may result in a change (e.g., in proposed starting date) or even cancellation of such plans. Such letters are also not binding in the sense that acknowledgement of receipt does not constitute implied approval of the subsequent proposal on either the part of the Commission staff, or of the Committee. Each Letter of Intent should be addressed only to one tentatively proposed program.

Letters of Intent should be forwarded to the Executive Director of the Commission. A Letter of Intent should be limited to one page. It should describe the proposed program briefly but clearly, giving the title and a short description of the purpose of the proposed program, with an explanation of its relevance to the role and scope of the proposing institution, and the proposed implementation date. Since such Letters are not binding, they may be submitted to the Commission prior to final internal approvals which may be necessary at the proposing institution.

4. The Commission's standing Committee on Academic Program Development is responsible for, among other things, reviewing new programs from the various institutions, and for making its recommendations as to each such proposal to the Commission for final action. The Committee will consider program proposals at quarterly meetings, to be held regularly during the first month of each quarter, i.e., July, October, January and April. Exceptions to this procedure may be made by the Committee, in the case of justified emergencies.
5. The Committee, or the Commission, may seek advice and comment concerning any proposed program from disinterested parties, such as consultants or advisory groups, as the Committee may consider appropriate. In addition, there is established, advisory to the Committee, an Advisory

Committee on Academic Programs, () consist of the following persons ex officio:

- (1) a member of the Commission staff, designated by the Executive Director, who shall serve as Chairman;
- (2) the chief academic officer of each of the state-supported colleges and universities (the chief academic officer at the University of South Carolina shall represent not only the main campus but all of the University's Branches); and
- (3) the Director of the Division of Educational Services of the State Board for Technical and Comprehensive Education.

Program proposals will be referred by the Commission staff to this Advisory Committee for advice and comment, except for those proposals review of which is required by the CHE's Health Education Authority or by the Advisory Committee on Graduate Teacher Education. No vote shall be recorded in Advisory Committee meetings since its purpose is advisory only. The Advisory Committee will meet on the call of its Chairman. A majority of the members of the Advisory Committee will constitute a quorum at any meeting.

6. The Committee, in considering proposals submitted by an institution, will invite the chief academic officer of that institution, or his designee, to appear before it in order to respond to any questions the Committee or staff may have concerning the proposal. Notice of such invitation will be made to the chief academic officer by the staff. The staff will prepare for the Committee, with a copy to the chief academic officer of the institution, in advance of its meetings a written analysis and evaluation of proposals which are to be considered.
7. The chairman of the Committee, or his designee, shall submit Committee findings, and recommendations, to the Commission at the appropriate time on each proposal submitted. It will continue to be the prerogative of the presidents of institutions submitting, or otherwise affected by,

proposals to attend Commission meetings at which such proposals are being considered. If invited to do so by the presiding officer, any President may speak on such programs.

8. The Executive Director shall notify the chief executive officer of the institution or system promptly regarding any formal action the Commission may take on proposals.
 9. An institution wishing to appeal any formal action on programs by the Commission may do so, provided a written notice of appeal stating the reason(s) therefor is submitted to the Executive Director by the President or chief executive officer of the institution within 30 days after receipt of formal notice of the Commission's action. All such appeals will be referred to the Committee which shall undertake any further study or such other action as may appear to it to be appropriate under the circumstances.
 10. Proposals for new programs must be submitted in 30 copies. They should be addressed to the Executive Director of the Commission, and transmitted with a cover letter signed by the chief executive officer of the institution or system. Proposals from institutions under the aegis of the State Board for Technical Education shall be processed through and have the approval of the SBTCE prior to submission to the CHE.
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11. Proposals should provide at least the following information, presented in this format:
 - A. Classification
 - (1) Academic area or field of study; academic or budgetary unit(s) involved.
 - (2) Designation, type and level of degree or certificate, if pertinent.
 - (3) Proposed date of implementation.
 - (4) Suggested coding of program in USOE Taxonomy of Instructional Programs in Higher Education.

B. Justification

- (1) A description of the purposes and objectives of the program.
- (2) A description of the way in which the proposed program is consistent with the role and scope of the institution, and of the relationship of the proposed program to existing programs within the institution.
- (3) A discussion of similarities or differences between the proposed program and those with like objectives offered at other institutions. For graduate programs, the discussion should not be limited to like programs within the state.
- (4) A summary of anticipated employment opportunities for graduates, or of demand for services, of the program, quantified to the extent feasible and possible, and covering a reasonable period in the future.

C. Curriculum

- (1) The provision of a sample curriculum for all undergraduate programs and for those graduate programs which will utilize either core or required courses or both.
- (2) The furnishing of catalog-type descriptions of any new courses which it may be necessary to add to the institution's catalog within at least the first three years of operation of the proposed program.
- (3) If the proposed program is subject to state, regional or national program accreditation, the identification of the agency involved, a probable timetable for full approval, and a brief explanation of the accreditation process.
- (4) If graduates of the proposed program are or should be licensed or certified by any state, regional or national agency, a brief description of this process, including a

summary of the requirements for such licensure or certification and an explanation of features of proposed programs which will assist students in meeting these requirements.

D. Students

- (1) The identification of the student population to be served, or the pool(s) from which prospective applicants are expected to be drawn, including an explanation of the basis, and sources, of all assumptions.
- (2) Description of enrollment forecasts, by means of a Table showing the estimated enrollment, by level, for at least the first three years of operation. This Table should show estimated enrollment by headcount, full-time and full-time equivalent categories. For all three categories, the figures in the Table should indicate whether and to what extent these students, by year, are expected to be new enrollees attracted to the institution by virtue of the program. The rationale for all estimates must be explained.

E. Faculty

- (1) The provision of a Table showing, for at least the first three years, the numbers of faculty and administrators by rank to be utilized in the program. New faculty required and currently-employed faculty (or administrators) are to be enumerated separately in this Table. The numbers in the Table should be given in full-time equivalents and the institutional definition of that term cited.
- (2) In the case of currently-employed faculty (or administrators), an explanation in detail of how the proposed change in assignment is to be accomplished and of whether or not such changes may require the employment of additional people

to assume the current duties of these.

- (3) A statement of the academic qualifications of present faculty as they relate to the proposed program, and a description of the academic qualifications of any new faculty being requested as a result of the proposed program.

F. Physical Plant and Equipment

- (1) An explanation of whether or to what extent the existing physical plant will be adequate to provide space for the program, for at least the first three years. If additional physical plant requirements will be induced, for any foreseeable period, or if substantial modification of existing facilities will be required, explain how these are to be financed.
- (2) The identification of major equipment items which may be needed for at least the first three years. Normal acquisitions of commonly-used items for instruction and research may be excluded.

G. Library Resources

- (1) A comparison of the institution's current holdings in the subject field with a standard guideline appropriate to the program proposed.
- (2) A quantitative estimate of the additional holdings, if any, needed to meet the guideline, and an explanation of how these additions will be made over the first three years (i.e., by "normal" or "special" acquisition programs).

H. Criteria of Evaluation

- (1) Suggestions of criteria by which the institution believes the performance of the program should be judged, and the

time frame which should apply to any such proposed review.

I. Estimated Additional Cost

- (1) The preparation of a Table showing the estimated additional or incremental cost to the institution if the program is implemented as proposed. This Table should be in the following form, suitably altered by circumstances of the proposal:

Estimated Additional Cost

<u>Item</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
(a) <u>Salaries</u>			
Administrators (No.)			
Faculty (No.)			
Clerical (No.)			
Other (No.)			
(b) <u>Equipment and Supplies</u>			
(c) <u>Travel, Telephone, etc.</u>			
(d) <u>Library</u>			
(e) <u>Physical Plant and Major Equipment</u>			
(f) <u>Other (specify)</u>			
(g) <u>Total</u>			

- (2) An explanation of any financial support which is in hand or reasonably anticipated from any source for the first three years, other than state appropriations or student fees.

J. Institutional Approval

Citation of the names, and dates, of approval of the program by internal institutional committees or councils and by the institutional governing board where applicable; together with provisions or stipulations which have not been accommodated.