

## UAMS New Program Approval Procedures

Academic Affairs Division  
as of 12/6/2012 11:35:00 AM

Steps	Persons Responsible	Comments
INTERNAL PROCESS / INTENT DOCUMENTS		
1. Program director (PD) reviews the policy, Approval of New Educational Programs, completes the UAMS internal form, Proposal for New Educational Program.	PD contacts Elizabeth Bard, ( <a href="mailto:eabard@uams.edu">eabard@uams.edu</a> 296-1275), to obtain policy and current form; or click <a href="#">HERE</a> .  PD completes form.	Program directors should allow one year for the approval of a new degree program.
2. Bard and PD meet to review approval steps, forms/requirements and to establish a timeline for approvals – including possible ADHE site visit, Higher Learning Commission, program accreditations, UA Distance Ed Council and Department of Education approval of Title IV Financial Aid eligibility, as applicable.	Bard, PD	Bard works with PD to identify all approvals necessary and a timeline to accomplish by the targeted start date.
3. Bard and/or PD send timeline to Heard, Coker, Dean and other principals.	Bard, PD	Document steps as they are completed.
4. Proposal is processed through the College's review and approval procedure. The Dean provides final approval to move forward.	PD and Dean	
5. PD also completes an ADHE Letter of Intent form (Word format) to accompany the internal UAMS request form.	PD contacts E. Bard to obtain form.	Consult with E. Bard on preparing a draft; obtaining a CIP code & other instruction.

<p>6. PD submits completed UAMS proposal request to Barbara Coker who convenes the Council of Deans (COD). <u>EB</u>: I thought you wanted to start requiring the LOI as part of the intern review process</p>	<p>B. Coker</p>	<p>B. Coker forwards copies to COD, Heard, Bard, Boone and Mary Ryan, Dave Miller and others as needed.</p>
<p>7. COD reviews proposal including necessary resources for the new program and provides a recommendation to the Chancellor.</p>	<p>Heard</p>	
<p>8. VCAA forwards request to the Chancellor with a recommendation to approve<sup>1</sup></p>	<p>Heard , Coker</p>	
<p>9. Chancellor approves the proposal.</p>		
<p>10. VCAA notifies principals of Chancellor’s decision</p>	<p>Coker</p>	
<p>11. PD prepares <u>ADHE Letter of Intent</u> (LOI) in consultation with Bard.</p> <p>A date of approval by the Chancellor must be included on the form; however, it is submitted to ADHE under the signature of the Vice Chancellor for Academic Affairs.</p>	<p>PD, Bard</p>	<p>The submission should not include the internal proposal.</p>
<p>12. VCAA prepares the <u>Letter of Information</u> - based on the approved internal proposal and ADHE Letter of Intent and forwards under Dr. Rahn’s signature to Dr. Bobbitt at the UA System</p>	<p>Heard, Coker</p>	<p>- Only the Letter of Information goes to the UA System; not the internal document or ADHE LOI.</p> <p>- Bard, PD, Dean and other principals are copied on the submission.</p>

<sup>1</sup> If the Vice Chancellor cannot recommend approval of the proposal, it will be returned to the Dean and Program Director with recommendations for resubmission.

<p>IMPORTANT NOTE ON UA SYSTEM VS. ADHE/AHECB APPROVAL PROCESS</p> <p>The UA President’s Office will consider a Letter of Information and accept the subsequent full proposal to be placed on the Board’s agenda for approval within one approval phase (8 weeks leading up to actual board meeting date).</p> <p>ADHE will NOT. There is an inviolable two-phase process: one AHECB meeting where the Letter of Intent will be on the agenda as an information item and at the following scheduled full meeting, where the full proposal may be approved. This means that any proposal cannot be accomplished in a span of time less than two full AHECB meetings. The AHECB meets 4 times per year.</p>		
<p>13. PD prepares draft email notification to other institutions (required), inviting comment on the intended program. Comments will be included in the full program.</p> <p>Notification will be sent to all 4 year institution CAO’s; and to 2-year institutions when appropriate (e.g., an AS program proposal).</p>	<p>Bard works with PD on draft.</p> <p>Heard approves text of email.</p> <p>Coker sends email to CAO’s.</p> <p>PD will be cc’d on email.</p> <p>PD is responsible for collecting institutional responses, either as institutions response directly or as forwarded by Heard.</p>	<p>- Timing: at around the time that the Letters of Information/Intent are sent to assure that UA institutions are notified in advance of the UA Board meeting.</p>

FULL PROPOSAL		
<p>14. The PD will use the ADHE form “PROPOSAL – 1: NEW CERTIFICATE OR DEGREE PROGRAM” to prepare the full program proposal.</p> <p>The proposal should be prepared in <b>Word format</b> in order to comply with UA System guidelines for submission.</p>	<p>PD</p> <p>Bard provides correct form and the current description of core UAMS resources to be included in the applicable proposal section. Forms are also available by clicking <a href="#">HERE</a>.</p>	<p>The same ADHE proposal form will be used for both the UA and ADHE reviews.</p> <ul style="list-style-type: none"> <li>- Proposal MUST BE received by the UA System Office at least <u>8 weeks prior to the board meeting</u>.</li> <li>- PD will describe specialized resources</li> <li>- Do not include the UAMS internal form</li> </ul>
<p>15. Employer Survey must be conducted as part of the full proposal. ADHE provides an employer survey questionnaire and a summary sheet for reporting results.</p>	<p>PD</p> <p>Bard provides correct form, which will also be available by clicking <a href="#">HERE</a>.</p>	<p>ADHE provides “default” questionnaire; however, author may use comparable instrument as long as the results summary sheet is completed. Additional questions may be added.</p> <p>Results must be included in proposal.</p>
<p>16. The PD sends the completed proposal to the VCAA, who adds the Chancellor’s cover letter and forwards to the UA President’s Office.</p>	<p>PD, Heard, Coker</p>	<p>Copy to Dean, PD, Bard and other principals</p>

<p>EXCEPT:</p> <p>17. If program is 80% or more distance program, the proposal will be forwarded to the Vice President for Academic Affairs, UA, Dr. Daniel Ferritor, instead. The program may require review by the UA Distance Ed Council. Dr. Ferritor will arrange the Council's review as part of the 8 week UA System review phase.</p> <p>The Vice President will forward proposal to UA President, who reviews and recommends to the Board of Trustees.</p>	<p>PD , Bard</p> <p>Dr. Ferritor</p>	
<p>18. Upon approval by the UA Board of Trustees, the UA system notifies the Chancellor's Office and Vice Chancellor Heard, and forwards the approved proposal directly to ADHE</p>	<p>UA System</p>	<p>Approved proposal forwarded to ADHE.</p> <p>Chancellor Rahn notified of outcome (approval).</p>
<p>19. VCAA forwards copies of UA Board approval</p>	<p>Coker</p>	<p>Copies to Dean, PD, Bard and other principals</p>
<p>20. ADHE staff review letter/proposal. If there are questions or issues, they will contact the VCAA (Heard or Bard), who will communicate with the PD</p>	<p>Heard, Bard</p>	
<p>21. ADHE offers a 4 week period for public comment on all program proposals.</p>	<p>ADHE</p>	
<p>22. If a site visit is required by ADHE, they will contact the VCAA. ADHE will select the reviewers and make arrangements for the visit <u>before</u> the AHECB meeting where a vote on the program is scheduled.</p>	<p>ADHE</p>	<p>A review of the written program proposal by external evaluators may suffice; in part, depends upon quality of proposal.</p>
<p>23. UAMS representatives attend the AHECB meeting where the program will be presented.</p>	<p>Heard, Dean, PD, Bard and/or other principal(s)</p>	

<p>24. ADHE may have additional requirements:</p> <ul style="list-style-type: none"> <li>-- Accrediting agency approval (varies)</li> <li>-- Higher Learning Commission program approval (3-8 months)</li> <li>-- Higher Learning Commission distance education program approval</li> </ul>	<p>PD, Bard</p>	<p>Depending on the accrediting agency, the sequence will vary; Criteria for programs requiring HLC accreditation also vary and must be evaluated on a case by case basis.</p>
<p>25. Ideally, program accreditation occurs before the program is sent to ADHE.</p> <p>However, in some cases the timeline / sequence of events make that impossible or improbable. Also, some accrediting agencies (CCNE for example), won't grant full accreditation until a program has been operating for three years.</p> <p>The UA Board and ADHE can be flexible regarding the sequence of events to some degree, providing (1) they are fully informed about the situation and (2) the accreditation (or other requirements) are granted before the program actually enrolls students, AND that approval is communicated promptly once received.</p>	<p>PD prepares the necessary proposals / forms as required by a program accrediting agency.</p>	
<p>26. Higher Learning Commission approval (if applicable), is ideally obtained after a program accreditation. The HLC relies upon specialized accreditation as an assurance of the quality of the program and so should precede HLC approval.</p>	<p>PD completes the HLC online application form</p>	<p>Process can take 3-8 months for approval.</p>
<p>27. If approved, ADHE will notify the UA System, Chancellor's Office, and Vice Chancellor Heard.</p>	<p>ADHE Academic Affairs Division</p>	<p>Cynthia Moten and/or Jeanne Jones</p>
<p>28. The VCAA forwards copies of ADHE/AHECB approval</p>	<p>Coker</p>	<p>Copies to Dean, PD, Bard and other principals</p>

<p>29. PD and College may now publish advertising/marketing materials to students (not before). If Financial Aid has not yet been arranged, this should be noted in the material.</p>	<p>PD, College</p>	<p>The PD or college may state plans to establish a new program but may not engage in recruitment or advertising/marketing activities until after ADHE approval.</p>
<p>30. Academic Affairs submits a copy of the <i>approved</i> proposal <u>to</u> Student Financial Services to prepare a request to participate in Title IV federal student financial aid programs (if applicable)</p>	<p>PD or Bard forwards to SFS (Kemp)</p>	<p>May take 6-9 months to receive notice of approval.</p>
<p>31. Academic Affairs submits a copy of the <i>body</i> of the <i>approved</i> proposal to support / service offices:</p> <ul style="list-style-type: none"> <li>- Student Financial Services to prepare a request to participate in Title IV federal student financial aid programs (if applicable), and for planning purposes</li> <li>- Academic Computing, IT, SIS – to plan new degree codes and fields in information system(s)</li> <li>- Office of Educational Development / Office of Academic Services</li> <li>- Information Technology- Library / Student Services</li> </ul> <p>[Note: lengthy attachments and appendices may not be forwarded]</p>	<p>Bard</p>	<p>Copies to support units to aid in planning for new program and new students</p>
<p>32. If a certificate program, determine whether it qualifies as a Gainful Employment program under Department of Education regulations.</p>	<p>Bard, Kemp</p>	<p>If so, selected aggregate data on students, graduates must be disclosed on college/UAMS Web site.</p>
<p>(SREB Common Market) 33. If the program is to be certified as an SREB Academic Common Market program:</p>	<p>PD</p>	<p>Copies to Bard, Dean and other principals.</p>

<p>- the PD will prepare the program description and submit to the VCAA (Heard).</p>		
<p>(SREB Common Market) 34. The VCAA will forward the proposal to the UA System Office as a notification item (for information not approval).</p>	<p>Heard, Coker</p>	<p>Copies to Dean, PD, Bard and other principals</p>
<p>35. (SREB Common Market) The VCAA will forward the proposal to the SREB coordinator at ADHE, who will forward to SREB officials.</p>	<p>Heard, Coker</p>	<p>Copies to Dean, PD, Bard and other principals</p>
<p>36. (SREB Common Market) The VCAA will forward the proposal to the UA System Office and to ADHE as a notification item (for information not approval).</p>	<p>Heard, Coker</p>	<p>Copies to Bard, Dean, PD, Bard and other principals</p>