

UAMS New Program Approval Procedures Academic Affairs

Steps	Persons Responsible	Comments
INTERNAL PROCESS / INTENT DOCUMENTS		
1. Program director (PD) reviews the policy, Approval of New Educational Programs.	PD contacts Kristen Sterba, (kmsterba@uams.edu 296- 1275), to obtain policy and current forms. PD completes forms.	PD should allow a minimum of one year for the approval of a new degree program. This does not include the time for recruitment and admission. If the program needs HLC approval, it could take longer.
2. Sterba 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.	Sterba, PD	Sterba works with PD to identify all approvals necessary and a timeline to accomplish by the targeted start date.
3. Sterba and/or PD send timeline to Gardner, Coker, Dean and other principals.	Sterba, 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. (see step 14 for preparation)	PD and Dean	
5. PD also completes an ADHE Letter of Intent form (Word format) to accompany the internal UAMS request form.	PD contacts Sterba to obtain form.	Consult with Sterba on preparing a draft; obtaining a CIP code & other instruction.

6. PD submits completed UAMS proposal request to Barbara Coker who convenes the Council of Deans (COD).	Coker	B. Coker forwards copies to COD, Gardner, Sterba and others as needed.
7. COD reviews proposal including necessary resources for the new program and provides a recommendation to the Chancellor.	Gardner	
8. Provost forwards request to the Chancellor with a recommendation to approve ¹	Gardner , Coker	
9. Chancellor approves the proposal.		
10. Provost notifies principals of Chancellor's decision	Coker	
11. Provost prepares the <u>Letter of Information</u> - based on the approved internal proposal and ADHE Letter of Intent and forwards under Dr. Patterson's signature to Dr. Bobbitt at the UA System	Gardner, Coker	Only the Letter of Information goes to the UA System; not the internal document or ADHE LOI. Sterba, PD, Dean and other principals are copied on the submission.

¹ If the Provost cannot recommend approval of the proposal, it will be returned to the Dean and Program Director with recommendations for resubmission.

IMPORTANT NOTE ON UA SYSTEM VS. ADHE/AHECB APPROVAL PROCESS

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).

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.

13. PD prepares draft email notification to other institutions (required), inviting comment on the intended program. Comments will be included in the full program.

Notification will be sent to all 4 year institution CAO's; and to 2-year institutions when appropriate (e.g., an AS program proposal).

Sterba works with PD on draft. Gardner approves text of email. Coker sends email to CAO's. PD will be cc'd on email. PD is responsible for collecting institutional responses, either as institutions response directly or as forwarded by Gardner.

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.

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 <u>Word format</u> in order to comply with UA System guidelines for submission.</p>	<p>PD</p> <p>Sterba provides correct form and the current description of core UAMS resources to be included in the applicable proposal section.</p>	<p>The same ADHE proposal form will be used for both the UA and ADHE reviews.</p> <p>Proposal MUST BE received by the UA System Office at least <u>8 weeks prior to the board meeting.</u></p> <p>PD will describe specialized resources</p>
<p>15. Workforce Analysis must be conducted as part of the full proposal. A Workforce Analysis request form is completed by the program and submitted by Sterba to the Arkansas Department of Finance. An employer survey may also be conducted in addition to the workforce analysis. ADHE provides an employer survey questionnaire and a summary sheet for reporting results.</p>	<p>PD</p> <p>Sterba provides correct forms.</p>	<p>Workforce Analysis request form is available on the ADHE website. 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>16. The PD sends the completed proposal to the Provost, who adds the Chancellor’s cover letter and forwards to the UA President’s Office.</p>	<p>PD, Gardner, Coker</p>	<p>Copy to Dean, PD, Sterba 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. Michael Moore, instead. The program may require review by the UA Distance Ed Council. Dr. Moore 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 , Sterba</p> <p>Moore</p>	
<p>18. Upon approval by the UA Board of Trustees, the UA system notifies the Chancellor's Office and Provost Gardner, and forwards the approved proposal directly to ADHE</p>	<p>UA System</p>	<p>Approved proposal forwarded to ADHE.</p> <p>Chancellor Patterson notified of outcome (approval).</p>
<p>19. Provost forwards copies of UA Board approval</p>	<p>Coker</p>	<p>Copies to Dean, PD, Sterba and other principals</p>
<p>20. ADHE staff review letter/proposal. If there are questions or issues, they will contact the Provost (Gardner or Sterba), who will communicate with the PD</p>	<p>Gardner, Sterba</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 Provost. 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>Gardner, Dean, PD, Sterba and/or other principal(s)</p>	<p>Dr. Gardner and/or the Program Director must give a 5 minute presentation describing the program and the need for it.</p>

<p>24. ADHE may have additional requirements:</p> <ul style="list-style-type: none"> -- Accrediting agency approval (varies) -- Higher Learning Commission program approval (if applicable, 3-8 months) -- Higher Learning Commission distance education program approval 	<p>PD, Sterba</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. The HLC relies upon specialized accreditation as an assurance of the quality of the program and so should precede HLC approval.</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>27. If approved, ADHE will notify the UA System, Chancellor's Office, and Provost Gardner</p>	<p>ADHE Academic Affairs Division</p>	
<p>28. The Provost forwards copies of ADHE/AHECB approval</p>	<p>Coker</p>	<p>Copies to Dean, PD, Sterba 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. The Program Director or Dean submits the New Program Information Sheet to the Associate Provost for Enrollment Services who distributes it to Student Financial Services, Institutional Research, Policy, and Accreditation, Academic Computing, GUS Steering Committee, the Office of Academic Services, and the Library.</p>	<p>Everhart</p>	<p>May take 6 months to receive notice of financial aid approval. OUR needs 4 months to put into GUS and OAA.</p>
<p>32. If a certificate program, determine whether it qualifies as a Gainful Employment program under Department of Education regulations.</p>	<p>Sterba, 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: The PD will prepare the program description and submit to the Provost.</p>	<p>PD</p>	<p>Copies to Sterba, Dean and other principals.</p>

<p>(SREB Common Market)</p> <p>34. The Provost will forward the proposal to the UA System Office as a notification item (for information not approval).</p>	<p>Gardner, Coker</p>	<p>Copies to Dean, PD, Sterba and other principals</p>
<p>35. (SREB Common Market)</p> <p>The Provost will forward the proposal to the SREB coordinator at ADHE, who will forward to SREB officials.</p>	<p>Gardner, Coker</p>	<p>Copies to Dean, PD, Sterba and other principals</p>
<p>36. (SREB Common Market)</p> <p>The Provost will forward the proposal to the UA System Office and to ADHE as a notification item (for information not approval).</p>	<p>Gardner, Coker</p>	<p>Copies to Sterba, Dean, PD, and other principals</p>