Faculty Briefing: New and Revised Academic Programs

Navigating SACSCOC, U.S. Department of Education and UNC System Requirements Successfully

Review and Approval Processes

University → UNC System Office → SACSCOC → US DOE

Review and Approval: University and UNC System

- **New degree** program procedures
  - Letter of Intent (formerly "Request to Plan")
    - Substantive Change Planning Questionnaire
    - Upload to Curriculog Program Form 2: New Degree Program (Letter of Intent)
    - If there are Distance Education considerations, also complete Curriculog Program Form 8: Distance Education Programs
  - Request to Establish
    - Student Learning Outcomes Assessment Plan
    - Upload to Curriculog Program Form 2: New Degree Program (Request to Establish)

Review and Approval: University and UNC System, cont.

- New online or off-campus delivery of existing program – Request to Deliver

  - Complete <u>Curriculog</u> Program Form 8: Distance Education Programs

- Program, site, delivery closure – Request to Discontinue

  - Complete <u>Curriculog</u> Program Form 4: Program Revision or Inactivation

Question

Why is SACSCOC interested in changes occurring at an already accredited institution?

- Changes must align with the institutional mission

- Changes must have sufficient resources

- Educational practices must be sound

What is a substantive change?

The addition of courses or programs that represent a significant departure, either in content and expertise or method of delivery, from those that were offered when the institution was last evaluated.

Major change examples (approval required)

- New degree or certificate program (new course content)
- New off-site w/ 50% or more of program credits
- Increasing or decreasing the program's number of credit hours by 25% or more
- Dual or joint degree (non-SACSCOC partner)
- Closing a program, site, or program at a site

Minor change examples (notification required)

- New degree or certificate program (using existing course content)
- New off-site w/ 25 – 49% or more of program credits
- Change of program's name or CIP code

Review and Approval: SACSCOC

Major changes require a submission and approval of a written prospectus

- Self-assessment questionnaires
- Prospectus guidelines and examples
- Requirement checklist
- Approval process

Minor changes require a notification letter with supporting documentation

Is facilitated and documented via workflow in Curriculog

Review and Approval: Dept. of Ed.

- U.S. Department of Education (USDOE) approval follows SACSCOC approval/notification
  - Is facilitated and documented via workflow in Curriculog
  - Assessment and Accreditation will provide notification to USDOE
  - Assessment and Accreditation will document approval

How long will it take?

	Campus and UNC System Approval	SACSCOC Prior Approval	USDOE Approval	**Total Time**
New degree or certificate program (25%-33% or more new content)	1-2+ years	6-11 months	3 - 4 months	**2-3+ years**
New off-site w/ 50% or more of program credits	1 year	6-11 months	3 - 4 months	**1-2+ years**
Dual or joint degree	1-2 years	6 months	3 - 4 months	**2-3+ years**
Increasing or decreasing the program's number of credit hours by 25% or more*	2-6 months	6 months	3 - 4 months	**1+ year**

How long will it take?

	Campus and UNC System Approval	SACSCOC Prior Approval	USDOE Approval	**Total Time**
Closing a degree or certificate program	2-6 months	4-5 months	3 - 4 months	**1-2 years**
New off-site w/ 25-49% or more of program credits	2-6 months	N/A (notification only)	N/A	**< 1 year**
Change of program's name or CIP code	2-6 months	N/A (notification only)	3 - 4 months	**< 1 year**

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Other Timing Considerations

This timeline begins when the Letter of Intent is submitted to the System Office and does not take into account other factors such as:

- The Provost and Chancellor need to approve the program to go forward
- The need for availability in our queue at the System Office
- Course development/approval

- The time it takes the unit to discuss, plan, draft, and revise the proposal
- The time it takes the Dean, Provost and Chancellor to review and comment on the proposal
- Academic year/summer (implications for faculty governance and Board of Governors review)
- SACSCOC submission deadlines Jan 1 and July 1

Other Timing Considerations

Distance Education

- Course/program modality
  - DE will create an online course development schedule based on internal capacity
  - All off-site activities must be approved by UNC SO.
  - Off-site locations must be reviewed and approved by DE

Recruitment and Enrollment

- Advertising and marketing
- Recruitment
- Application processes
- Enrollment

Website Resources

- Assessment and Accreditation
- Academic Program Planning and Authorization (UNC Charlotte)
  - Procedure: Letter of Intent
  - Procedure: Request to Establish
- Academic Program Planning and Authorization (UNC System)
- Curriculog

Personnel Resources

- **Christine Robinson**, Executive Director, Office of Assessment and Accreditation, serves as the SACSCOC accreditation liaison for UNC Charlotte. crobinson@uncc.edu

- **Leslie R. Zenk**, Assistant Provost, serves as the Campus Program Coordinator for UNC Charlotte and UNC System Office. lzenk@uncc.edu

- **Jody Cebina**, Director, Distance Education and Summer School, serves as a resource for Distance Education program approval and operation, including online and off-site instruction. jcebina@uncc.edu

- **Johnna Watson**, Associate Dean, Graduate School, serves as a resource for graduate programs. jwwatson@uncc.edu

Questions?

Think years, not months