

**November 14, 2007**

**SUBJECT:** New Academic Program Regulations

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**PROPOSED BOARD ACTION**

Approval of Regulation 3.002 (New Academic Degree Program and Other Academic Program Approval) and Regulation 3.003 (Academic Program Termination).

**BACKGROUND INFORMATION**

At its March 2007 meeting, the Florida Board of Governors (BOG) promulgated new regulations that relate to new program authorization (6C-8.011, Academic Program Authorization) and program termination (6C-8.012, Academic Program Termination). The Regulations require that each university board of trustees adopt policies for new degree program planning, other academic program approval, and termination of academic programs that are consistent with these Board of Governors' Regulations.

For the most part, policies and procedures for new degree programs and academic program termination have existed at Florida Atlantic University. These policies and procedures have been revised to be consistent with the new BOG Regulations. The new Regulation 3.002 (New Academic Degree Program and Other Academic Program Approval) and Regulation 3.003 (Academic Program Approval) have been reviewed by the Office of Academic Affairs and the University Faculty Senate.

**IMPLEMENTATION PLAN/DATE**

Regulation 3.002 and Regulation 3.003 will be implemented upon approval by the FAU Board of Trustees. As these Regulations need to be submitted to the Florida Board of Governors, Office of Academic and Student Affairs by October 26, 2007, they will be submitted pending full approval by the Board at its November meeting.

**FISCAL IMPLICATIONS**

None

**Regulation 3.002    New Academic Degree Program and Other Academic Program Approval**

1. PURPOSE

- A. Florida Board of Governors Regulation 6C-8.011, *Academic Program Authorization*, stipulates that each university Board of Trustees must adopt policies and procedures for new degree program planning and approval consistent with Board of Governors Regulation, with copies to the Board of Governors, Office of Academic and Student Affairs. This policy must include at a minimum:
- 1) A formal process for determining degree programs that the university will explore for implementation over the period covered by the university strategic plan and the Board of Governors= State University System Strategic Plan.
  - 2) A formal process for review and approval of proposed programs by the appropriate curriculum, financial, and administrative entities of the university.
  - 3) A formal written review of all professional and doctoral level program proposals by a qualified external consultant prior to consideration of the proposal by the Board of Trustees.
  - 4) A process for final consideration by the Board of Trustees that includes review of the proposed program by the full board or a designated committee with regard to BOG approval criteria and implementation costs.
  - 5) Adoption of common state university system new degree proposal format developed by BOG staff in collaboration with university academic affairs officers.
- B. This Regulation also stipulates that each university Board of Trustees has the responsibility and authority to promulgate policies consistent with applicable accreditation standards for the approval and implementation of other types of academic programs as defined in Board of Governors Regulation 6C-8.011(2), with copies to the Board of Governors, Office of Academic and Student Affairs. Other types of academic programs include:
- 1) Program Majors, Program Minors, Concentrations, Areas of Emphasis, Tracks, and College Credit Certificates within an existing bachelor=s, master=s, advanced master=s, specialist, and doctoral degree program.
  - 2) College Credit Certificate programs when more than half of the courses are not part of the curriculum of an existing degree program.
  - 3) Establishment and annual review of off-campus degree program offerings outside of its assigned service area, to include: programs offered through continuing education, degree programs offered under contract as sponsored credit for an external public or private entity, and degree programs offered in foreign countries.

- 4) Non-college credit programs offered through continuing education that lead to a certificate recognized as a credential for employment.

## 2. PROCEDURES FOR NEW ACADEMIC DEGREE PROGRAM AUTHORIZATION

- A. Within the parameters of the 2006-2013 Strategic Plan for Florida Atlantic University, the department should initiate development of new academic degree programs. If the proposal is for a professional or doctoral program, the department should engage a qualified external consultant to conduct a comprehensive study. The formal written review needs to be concluded prior to consideration by the Board of Trustees. Program development should be formally initiated by completion of the most current version of the Florida Board of Governors *Request to Offer a New Degree Program*, and submitted to the appropriate College faculty committee and subsequently to the Dean for review and initial approval. During this initial stage, consultation with the Provost's Office is encouraged, particularly in regards to issues of budget and enrollment.
- B. Such requests should be analyzed by the appropriate college faculty committee and the Dean for consistency with the institutional mission and BOG state university strategic plan; for assessment of need and demand for the program; for a determination of the capability of the department, College, and University to mount and sustain the program; for assessment of the impact of the proposed program on existing programs; for projected benefit of the program to the university, local community and state; and for a careful and thorough analysis of the resources required for the proposed program, assurances that the program can be mounted in a quality fashion, and that adequate productivity will be achieved in a reasonable time. In addition, all new baccalaureate degree program proposals need to address access and articulation issues and include an Academic Learning Compact developed in consultation with the Office of Institutional Effectiveness and Analysis; all new doctoral program proposals need to provide evidence that the faculty in the aggregate has the experience and research activity to sustain the program and that a plan for scholarships and graduate assistantships are in place – as appropriate for the discipline. Upon completion of this review and granting of approval for further consideration, the Dean shall transmit the request to the University Provost, including at least one hard copy and an electronic version.
- C. The University Provost will assign the request for review by appropriate internal staff (Associate Provosts of Programs, Planning and Budget and Enrollment Management) and then by the Dean of Graduate Studies if the proposal is a graduate program, and to the Dean of Undergraduate Studies if the proposal is for an undergraduate program, for review of completeness and adequacy. Upon successful completion of this review, the request will be transmitted to the University Faculty Senate (UFS).
- D. The appropriate committee(s) of the University Faculty Senate will review the request for a new degree program and provide a recommendation to the UFS for action. Upon completion of this review and action by the UFS, the request will be returned to the University Provost.
- E. The University Provost will provide a final review and, if acceptable, will endorse and transmit the request to the University President for transmission to the BOT Committee on Academic and Student Affairs.

- F. Approved requests will be reviewed by the BOT Committee on Academic and Student Affairs. The recommendation of this Committee will be transmitted to the University Board of Trustees for final authorization to implement the proposed program.
  - G. If approved by the BOT, a proposed doctoral or professional program proposal will be further transmitted by the Provost to the Board of Governors of the State University System for final approval and authorization, as required. In addition, all Board of Trustees approved proposals for new baccalaureate and master=s level programs will be transmitted to the Board of Governors by the Provost for review and inclusion in the Academic Program Inventory.
  - H. Upon final approval and authorization, the Office of the University Provost will notify all interested parties, including the department and college, the graduate and undergraduate dean, university faculty governance, the Registrar, community college relations, and admissions and academic advisors on each campus.
3. PROCEDURES FOR OTHER ACADEMIC PROGRAM APPROVAL. Other academic programs, as defined in BOG Regulation 6C-8.011(2), will be reviewed and approved by the appropriate academic units, as follows:
- A. Program Majors, Program Minors, Concentrations, Areas of Emphasis, Tracks, and College Credit Certificates within an existing bachelor=s, master=s, advanced master=s, specialist and doctoral degree program will be reviewed by the appropriate college and University Faculty Senate Committees, and approved by the University Faculty Senate and the Provost.
  - B. College Credit Certificate programs will be reviewed by the appropriate college and University Faculty Senate Committees, and approved by the University Faculty Senate and the Provost.
  - C. Establishment and annual review of off-campus degree program offerings outside of its assigned service area, including programs offered through continuing education or under contract as sponsored credit for an external public or private entity, and degree programs conducted in foreign countries, will be conducted by the appropriate college. All these degree programs will have been previously approved under the procedure for New Academic Degree Program Authorization described above. Study Abroad Programs, which are not typically degree programs, are approved by the college, the Dean of Undergraduate Studies, and the Provost, in consultation with the Office of International Programs.
  - D. Non-college credit programs offered through continuing education that lead to a certificate recognized as a credential for employment are reviewed and approved by the sponsoring unit.

*Specific Authority: Florida Board of Governors Resolution dated January 7, 2003; Florida Board of Governors Regulation 6C-8.011. History: New – 11-\_\_-2007.*

**Regulation 3.003 Academic Program Termination**

**1. PURPOSE**

Florida Board of Governors Regulation 6C-8.012, *Academic Program Termination*, stipulates that each university Board of Trustees must adopt policies and procedures for degree program termination, with copies to the Board of Governors, Office of Academic and Student Affairs. This policy must include at a minimum:

- A. A formal process for determining degree programs that are candidates for termination that includes review by the appropriate curriculum, financial, and administrative councils of the university.
- B. A plan to accommodate any students or faculty who are currently active in the program that is scheduled to be terminated.
- C. A process for evaluation and mitigation of any potential negative impact the proposed termination may have on the current representation of females and ethnic minorities within the faculty and students.

**2. PROCEDURES: ACADEMIC PROGRAM TERMINATION**

- A. In 2002, the FAU Board of Trustees approved guidelines and procedures for Departmental Performance Review. Annually, a report containing Departmental Dashboard Indicators is prepared by the Office of Institutional Effectiveness and Analysis (IEA) providing data on Instruction, Research, Creative and Scholarly Activities, and Service, for each department for the past three years. The Dean of the college shall review this report with the department and submit to the Provost an overall assessment of each department's performance, including an evaluation of whether the department has performed at an acceptable level in instruction, research, and service.
- B. As part of this assessment, Dashboard Indicators may highlight the need for an assessment of the continued viability of a degree program. Indicators may include:
  - 1) Enrollments are no longer sufficient to justify the cost of instruction, facilities, and equipment; or the program duplicates other offerings at the university.
  - 2) The program is no longer aligned with the mission or strategic goals of the university, or is no longer aligned with the strategic goals of the Board of Governors.
  - 3) The program no longer meets the needs of the citizens of Florida in providing a viable educational or occupational objective.
- C. Based on this assessment, the dean and the department will develop an action plan, as follows:
  - 1) A plan to address the shortcomings of the program and propose concrete measures to be taken over the next year to remedy them.

OR

- 2) A plan to terminate the program, with concrete proposals to accommodate students and faculty currently in the program. The proposal needs to evaluate and mitigate any potential negative impact of the termination on the current representation of females and ethnic minorities within the faculty and students.

If the plan is the latter option, the termination proposal needs to be analyzed by the appropriate college faculty committee. Upon completion of this review, the Dean shall transmit the request to the University Provost, including at least one hard copy and an electronic version.

- D. The University Provost will assign the request for review by appropriate internal staff (Associate Provosts of Programs, Planning and Budget, and Enrollment Management) and then by the Dean of Graduate Studies if the proposal is a graduate program, and to the Dean of Undergraduate Studies if the proposal is for an undergraduate program. Upon completion of this review, the request will be transmitted to the University Faculty Senate (UFS).
- E. The appropriate committee(s) of the University Faculty Senate will review the request for academic program termination and provide a recommendation to the UFS for action. Upon completion of this review and action by the UFS, the request will be returned to the University Provost.
- F. The University Provost will provide a final review and, if acceptable, will endorse and transmit the request to the University President for University BOT approval.
- G. Approved requests will be reviewed by the BOT Committee on Academic and Student Affairs. The recommendation of this Committee will be transmitted to the University Board of Trustees for final authorization or recommendation to terminate the academic degree program.
- H. If approved by the BOT, the recommendation to terminate a doctoral or professional degree program will be further transmitted by the Provost to the Board of Governors of the State University System. In its request for termination of a doctoral or professional program the university will provide documentation that it has followed its established policies, including those related to faculty affected by program termination, and that there is a plan in place to accommodate any students who are currently active in the program. In addition, the Board of Trustees has the authority to approve termination of degree programs at the bachelor's, master's, advanced master's, and specialist level. Upon BOT approval to terminate these degree programs, the Provost will notify the Board of Governors, Office of Academic and Student Affairs within four weeks of the University Board of Trustees' decision.
- I. Upon final approval of termination, the Office of the University Provost will notify all interested parties, including the department and college, graduate/undergraduate dean, university faculty governance, the Registrar, community college relations, and admissions and academic advisors on each campus.

*Specific Authority: Florida Board of Governors Resolution dated January 7, 2003; Florida Board of Governors Regulation 6C-8.012. History: New – 11-\_\_-2007.*