

# Academic Planning and Approval Process Training

June 15, 2016

## Today's Agenda

- Overview of Academic Proposal/Planning Process
  - Submission Timeline/Due Dates
- Item Submissions
  - Walkthroughs
- Program Reviews
- Resources Available
  - Tutorials
- Wrap Up & Final Questions

# Levels of Submission

## Level I

### Campus Approvals

- Placing a program into moratorium
- Withdrawing a program from moratorium
- Establishing, re-titling, terminating or revising a campus certificate
- Establishing a B.A.S./A.A./A.S. area of study
- Offering an existing program via distance or online delivery

### OCHE Approvals

- Re-titling an existing program
- Terminating an program
- Consolidating existing programs
- Establishing a new minor where there is a major or an option in a major
- Revising a program
- Establishing a temporary C.A.S. or A.A.S. degree program

## Level II

- Establishing a new postsecondary educational program
- Exceeding the 120 credit maximum for baccalaureate degrees  
*Exception to policy 301.11*
- Forming, eliminating or consolidating an academic, administrative, or research unit
- Re-titling an academic, administrative, or research unit

- Level I items accepted by OCHE continuously and processed on a monthly basis. BOR notified at the next meeting of the BOR of approved Level I items.

3 weeks before the CAO IP and Level I call (Tuesday)	Level I items due
1 week following submission of items (Tuesday)	Level I memorandum sent to CAOs for review
3rd Tuesday of the month	CAO IP and Level I call
1 week following CAO IP and Level I call	Approval memorandums sent to CAOs

[http://mus.edu/che/arsa/ARSA\\_Approval\\_Schedule.pdf](http://mus.edu/che/arsa/ARSA_Approval_Schedule.pdf)

- Level II items are accepted and approved at regular meetings of the BOR

7 weeks before BOR meeting (Wednesday)	Level II items due
1 week after received	Level II memos sent to CAOs for review
2 weeks before BOR meeting (Wednesday)	CAO BOR call
Friday after the CAO BOR call	Final comments received
1 week before BOR meeting (Wednesday)	BOR agenda live
Monday before BOR meeting	ARSA committee call
Following BOR meeting	Approval memorandums sent to CAOs

[http://mus.edu/che/arsa/ARSA Approval Schedule.pdf](http://mus.edu/che/arsa/ARSA_Approval_Schedule.pdf)

Postsecondary Educational Program: A series of courses arranged in a scope or sequence leading to a degree, certificate, option, major, or minor where a major does not already exist (BOR Policy 303.1).

Academic, Administrative, or Research Unit: A college, division, school, department, institute, bureau, center, station, laboratory or similar unit within the institutional organization of a college or university (BOR Policy 218).

New Postsecondary Educational Program/Academic, Administrative,  
Research Unit Flow Chart

# Questions



## Level I

### Campus Approval

- Placement of a postsecondary educational program into moratorium
- Withdrawing a postsecondary educational program from moratorium
- Adding, re-titling, terminating or revising a campus certificate of 29 credits or less
- Adding a B.A.S./A.A./A.S. area of study
- Offering an existing postsecondary educational program via distance or online delivery

## Level I

### OCHE Approval

- Re-titling an existing postsecondary educational program
- Terminating an existing postsecondary educational program
- Consolidating existing postsecondary educational programs
- Adding a new minor where there is a major or an option in a major
- Revising a postsecondary educational program
- Adding a temporary C.A.S. or A.A.S. degree program

## Level II

- Establishing a new postsecondary educational program
- Exceeding the 120 credit maximum for baccalaureate degrees
- Forming, eliminating or consolidating an academic, administrative, or research unit
- Re-titling an academic, administrative, or research unit

# Questions

# Program Reviews

- All programs listed in the degree inventory (except campus certificates) reviewed at least once every seven years (Policy 303.3)
- \* Does not apply to the community colleges

<http://mus.edu/che/arsa/ProgramReview/ProgramReview.asp>

Academic and Student Affairs Website <http://mus.edu/che/arsa/default.asp>

Academic Proposals <http://mus.edu/che/arsa/academicproposals.asp>

Handbook <http://mus.edu/che/arsa/AcademicAffairsHandbook.pdf>

Calendar [http://mus.edu/che/arsa/ARSA Approval Schedule.pdf](http://mus.edu/che/arsa/ARSA_Approval_Schedule.pdf)

Forms <http://mus.edu/che/arsa/Forms/AcademicForms.asp>

BOR Schedule <http://mus.edu/board/meetings/meetingschedule.asp>

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