UNC CHARLOTTE

Faculty Briefing: New and Revised Academic Programs - Navigating SACSCOC, U.S. Department of Education and UNC System Requirements Successfully

University

UNC System

SACSCOC

US DOE

Procedures: Degree Programs

University → UNC System

New degree program procedures

- New Degree Programs:
    1. Letter of Intent
    2. Request to Establish
- Request to Deliver (New online or off-campus delivery of existing program)
- Request to Discontinue (Program, site, delivery closure)

What is a SACSCOC <u>substantive change</u>?

SACSCOC

Major change examples (approval required)

- New degree or certificate program (50% 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 completion option (a completion option is removed that students were offered at enrollment)
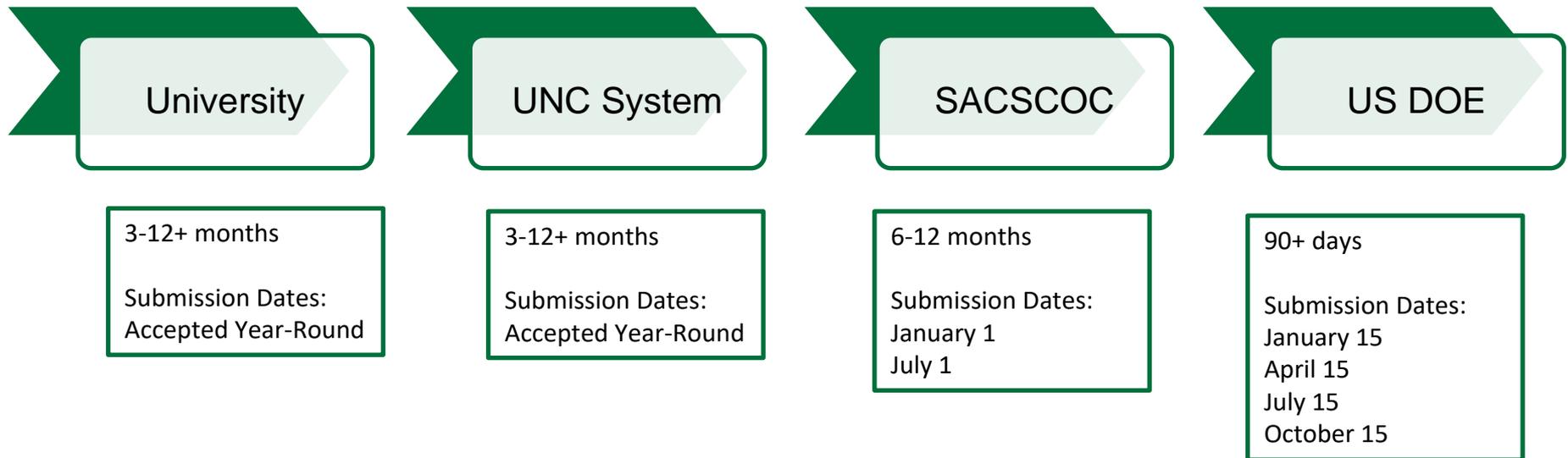
Minor change examples (notification required)

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

Procedures: Department of Ed

US DOE

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

Timing: Overview

University	UNC System	SACSCOC	US DOE
3-12+ months Submission Dates: Accepted Year-Round	3-12+ months Submission Dates: Accepted Year-Round	6-12 months Submission Dates: January 1 July 1	90+ days Submission Dates: January 15 April 15 July 15 October 15

Think years, not months

Timing: Examples

	Campus and UNC System	SACSCOC	USDOE	Total Time
New degree or certificate (¼ to ⅓ or more new content)	1-2+ years	6 months	3 - 4 months	**2-3+ years**
New off-site w/ 50% or more	1 year	6 months	3 - 4 months	**1-2 years**
Dual or joint degree (significant departure)	1-2 years	6 months	3 - 4 months	**2-3+ years**
Increasing or decreasing program number of credit hours by 25%+	N/A	6 months	3 - 4 months	**< 1 year**
Closing a degree or certificate program	2-6 months	6 months	3 - 4 months	**1-2 years**
Change of program's name or CIP code	2-6 months	N/A (notification only)	3 - 4 months	**< 1 year**

Timing: Other Considerations

- Discussion, planning, drafting, and revising the proposal
- Course development and approval
- Provost and Chancellor approval
- Availability in our queue at the System Office

- Academic year/summer timing implications for faculty governance and Board of Governors
- Advertising and marketing
- Recruitment
- Application processes
- Enrollment
- Course/program modality

Think years, not months

Panel: Q&A

Resources

- **Christine Robinson**, Executive Director, Office of Assessment and Accreditation: crobinson@uncc.edu

- **Leslie R. Zenk**, Assistant Provost: lzenk@uncc.edu

- **Jody Cebina**, Director, Distance Education: jcebina@uncc.edu

- **Dawn Tench**, Faculty Personnel Manager for Academic Budget: hftench@uncc.edu

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