

ACADEMIC AFFAIRS COUNCIL

AGENDA ITEM: 4 – A (1)

DATE: October 5, 2016

SUBJECT: Board Policy 2:23 and Expediting Program Approvals at UC-SF

The Board of Regents discussed the approval process for new programs at the University Center-Sioux Falls (UC-SF) during their [August 2016](#) meeting. Board members expressed interest in establishing a process that expedites program approvals at this location to respond quickly to market, especially for associate degree programs. Board staff presented several options for consideration that have resulted in proposed modifications to [Policy 2:23](#), including setting forth in policy rationale for waiving the intent to plan for associate degree proposals under certain circumstances.

Board Policy 2:23 is currently titled “Certificate Programs” and address only certificate programs, including academic certificates and certificates of recognition. The proposed revisions to the policy include changing the title to “Curriculum Approval and Certificates of Recognition.” In addition to revisions addressing Board concerns about associate degree program approval, proposed revisions include adding specific language on the curriculum approval process. Currently, the specific processes are embedded in AAC Guidelines.

AAC should discuss and make recommendations on the proposed changes to Board Policy 2:23, noting that the attached draft represents of the first of two readings that will appear before AAC and the Board.

RECOMMENDED ACTION

Discussion and recommendation.

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Curriculum Approval and Certificates of Recognition~~Certificate Programs~~

NUMBER: 2:23

1. **Academic Program Approval:** The Board of Regents approves academic programs that are recorded on a transcript, including specializations, certificates, undergraduate minors, undergraduate degrees and majors, and graduate degrees and programs.

A. Intent to Plan

1. When requesting a new associate degree program/degree, baccalaureate program/degree, or graduate program/degree, universities must submit an intent to plan for approval by the Board of Regents prior to submitting a program proposal.
2. Under a limited number of conditions, the Executive Director of the Board of Regents may waive the Intent to Plan requirement for associate degree program offerings. These conditions include:
 - a. The associate degree program is a two-year equivalent of an existing four-year bachelor's program currently approved for the university; or
 - b. The associate degree program proposal has eighty percent of the curriculum in common with an existing four-year bachelor's program current approved for the university.
 - c. The associate degree program is stackable to two or more four-year bachelor's degree programs approved for the university; or
 - d. The Executive Director determines the associate degree program will have an immediate impact on an emerging critical workforce shortage area in South Dakota as documented by the university.
3. The Executive Director will inform the Board of waivers granted under this policy as part of the interim actions Report of the Executive Director at the next regularly scheduled Board of Regents meeting.

B. Undergraduate and Graduate Degrees and Majors

1. A university must submit a proposal and have it approved by the Board of Regents to offer a new degree or major.

2. New associate degree programs/degrees, baccalaureate programs/degrees, or graduate programs/degrees are placed on the full Board of Regents agenda.

2. Academic Certificates, Specializations, and Minors

- A. A university must submit a proposal and have it approved by the Board of Regents to offer a new certificate, specialization, or minor.
- B. Academic certificates, specializations, and minors may be approved on the Board's Academic and Student Affairs Committee consent agenda.
- C. Academic Certificates: Universities may deliver academic certificate programs which involve a sequence, pattern, or group of academic credit courses that focus upon an area of specialized knowledge or information and have specifically defined student learning outcomes.
1. Academic certificate programs require admission to the university and result in an official academic transcript.
2. Completion of the academic certificate program shall be indicated on the student's academic transcript.
- D. Academic Specializations: An academic specialization is a designated plan of study within an existing degree program or major.
1. Specializations may attach to only one major.
2. Completion of the academic specialization shall be indicated on the student's academic transcript.
- E. Academic Minors: An academic minor enables a student to make broad but limited inquiry into a discipline or field of study beyond the major.
1. Minors are only awarded in conjunction with completion of a degree program and the awarding of a bachelor's degree.
2. Completion of the academic minor shall be indicated on the student's academic transcript.
- ~~1. Universities may deliver academic certificate programs which involve a sequence, pattern, or group of academic credit courses that focus upon an area of specialized knowledge or information and have specifically defined student learning outcomes.~~
- ~~A. Academic certificate programs require Board approval.~~

~~B. Academic certificate programs require admission to the university and result in an official academic transcript.~~

~~C. Completion of the academic certificate program shall be indicated on the student's academic transcript.~~

32. **Certificates of Recognition:** Universities may confer certificates of recognition to persons who have successfully completed credit or non-credit educational experiences, e.g. workshops. Completion is based on learning objectives and requires formal learner evaluation.

A. Certificates of recognition do not require Board approval.

B. Certificates of recognition are not part of a degree program and do not require formal admission to the university.

C. If credit bearing course work is involved and the participant registers for it, the course will appear on the transcript.

D. Non-credit experiences may be recognized but do not result in a transcript.

4. Curriculum Approval

A. The South Dakota Regental system maintains a common course catalog designed to facilitate ease of student transfer and collaborative programing across institutions.

B. The Executive Director approves new courses unique to a single university or common to more than one university. The Executive Director will inform the Board of approved courses as part of the interim actions Report of the Executive Director at the next regularly scheduled Board of Regents meeting.

C. Course modifications are defined as minor or substantive modifications.

D. Minor Course Modifications

1. The authority to approve all minor course modifications rests with the university Vice President for Academic Affairs subject to review and approval by the Enrollment Service Center.

2. Minor course modifications for courses unique to a single university include changes in:

a. Course number

b. Course title

- c. Credit hours
- d. Course prerequisites or corequisites
- e. Registration restrictions
- f. Cross-listing or dual-listing of the course
- g. Enrollment limitations
- h. University department code
- i. Ability to repeat course for additional credit
- j. Grading options
- k. Adding x9x series

3. Minor course modifications for courses common to more than one university include changes in:

- a. Credit hours within approved variable guidelines
- b. Cross-listing or dual-listing of the course

E. Substantive Course Modifications

1. The Academic Affairs Council reviews and the System Chief Academic Officer approves substantive course modifications.
2. Substantive course modifications for courses unique to a single university include changes in:
 - a. Course descriptions or subject matter
 - b. Addition of a lab or lecture component
 - c. CIP code
 - d. Instructional method
3. Substantive course modifications for courses common to more than one university include changes in:
 - a. Prefix

- b. Course number
- c. Course title
- d. Credit hours
- e. Course descriptions or subject matter
- f. Course prerequisites or corequisites
- g. CIP code
- h. Instructional method
- i. Equate codes
- j. Registration restrictions
- k. Addition of a lab or lecture component

SOURCE: BOR, May 1993; BOR, January 2002; BOR, December 2003, BOR, August 2005.