



# ACADEMIC AFFAIRS GUIDELINES

<b>Section 4:</b>	New Programs and Curriculum	
<b>Title:</b>	New Programs Requests – Initiate and Intent to Plan	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>
2.9.B		11/2022
<b>Reference:</b>	<a href="#">BOR Policy 2:23 – New Programs, Program Modifications, Curricular Requests, and Inactivation/Termination</a> <a href="#">BOR Policy 2:23.1 – External Review of Proposed Graduate Programs</a> <a href="#">AAC Guideline 2.9 – New Program Requests – Undergraduate and Graduate Programs</a> <a href="#">AAC Guideline 2.9.A – New Program Requests – Timeline Requirements</a> <a href="#">AAC Guideline 2.9.C – New Program Requests – Full Proposal</a> <a href="#">AAC Guideline 2.9.D – New Program Requests – Evaluation of Full Proposal</a> <a href="#">AAC Guideline 2.9.E – Campus Guide to the New Graduate Program Approval Process</a> <a href="#">AAC Guideline 4.1.F – New Program Evaluation</a>	
<b>Related Form(s):</b>	<a href="#">Timeline and Reference Chart for Academic Programming and Curriculum (AAC Guideline 2.9 – Appendix A)</a>	

## 1. Purpose

1.1 The purpose of this policy is to establish standards, processes, and procedures by which academic programs and curricula receive approval and modification. This policy is designed to ensure all programming and curriculum are of the highest quality, facilitate student success, increase workforce, are aligned with institution mission, and mitigate unnecessary duplication.

## 2. Definitions

2.1 All definitions are defined in AAC Guideline 2.9 – Program Requests – Undergraduate and Graduate Degrees

## 3. Objective

3.1 Maintain policies and processes ensuring program requests reinforce the institution mission while promoting academic quality, student success, and financial health.

## 4. Communication

4.1 The institution(s) shall establish an appropriate framework and process for academic programs and curricula requests ensuring all appropriate stakeholders are involved and timelines adhere to the Regental meeting schedule.

## 5. New Academic Programming Guiding Principles

5.1 Academic program proposals should incorporate the following:

- Reflect and incorporate communication, partnership, and collaboration with faculty, departments, colleges, and institution leadership (Finance, Enrollment Management, Dean, etc.).
- Connect to the institution’s mission (Board of Regents and Institutional), institution’s strategic plan (Board of Regents and Institutional), State of South Dakota statute or other governing directives.
- Display and document the highest academic quality.
- Identify student success outcomes, connected to cross-curricular skills, workforce demand, occupational needs, high impact practices, etc.
- Document they are financially sustainable. Academic programs must have adequate resources to offer quality programs and represent an efficient use of financial resources.
- Demonstrate institutional performance and accountability through assessment efforts.
- Showcase student demand.
- Provide market demand either through competitor peers, regional or national need.
- Avoid non-strategic program duplication. New program requests that duplicate other efforts within the institution or regental system should address gaps, workforce needs, mission, or other defined need that cannot be reasonably addressed by current program offering.

**6. Approval Summary Workflow of the Initial Request and Intent to Plan**

Local		BOR		BOR/Local		AAC		BOR
Local University (Campus) Governance Process	▶	Board of Regents Academic Affairs  Campus Initiates Request	▶	Board of Regents Program Tracker and University Website  Initiate/Intent to Plan	▶	Academic Affairs Council (AAC)  Intent to Plan  Note: AAC representative should alert their President of academic programming.	▶	Board of Regents Executive Director/ BOR Committee A  Intent to Plan

**7. Initiating a Program Request**

7.1 Per the institution guidelines/requirements, a faculty member, department, dean, or academic leader can initiate a new program request with their campus. The institution vice president and provost (or designee) will initiate a request to the Board of Regents Academic Affairs staff through their [New Program Request Form](#). This is meant to increase communication to the Board of Regents academic staff that a new program intent to plan

will be initiated. This abbreviated form will allow strategic dialogue between the institution and the BOR academic staff.

7.2 Once the initial form is submitted, a BOR academic affairs staff member will connect with the campus to discuss information regarding the request. This may be through written communication or verbal communication. Once that is completed, campus will be notified electronically and the Intent to Plan can be initiated.

7.3 BOR academic staff will add to the Board of Regents Track upon completion of the discussion with the campus. This should be posted no later than 7 (seven) days from the date the request has been received.

## **8. Intent to Plan**

8.1 The intent to plan is an *exploratory process* to further understand the requested program and the overall summary of needs. The Intent to Plan should not be longer than 4-5 pages. Institutions will complete [New Program Request Form](#).

8.2 The intent to plan is not meant to be the Full Proposal. The goal of the intent to plan is to provide the Academic Affairs Council with information regarding the intent of the program, initiate documentation needed for the full proposal and to provide the Executive Director enough information to either support or deny the intent to plan.

8.3 An intent to plan will expire 24 months after it has been approved. Campuses will need to begin work on their full proposal prior to the expiration or they will need to initiate a new request. An exception can be requested for extenuating circumstances.

## **9. Institution and System Communication Strategies**

9.1 The intent to plan will be presented to the institution and system community through their website and various chains of communication.

9.2 The intent to plan will be presented to the Academic Affairs Council (AAC) allowing the universities to comment on the exploration of the program. AAC will be provided the intent to plan at a regular AAC meeting with follow-up no longer than 30 days. The follow up meeting will either be during the regularly scheduled meetings or during a follow-up noon meeting to ensure timeline is accommodated.

## **10. Schedule**

10.1 Effective September 2022 all academic program data will be available in the APS System. This data will be used for program evaluation once a program is approved. Program evaluation data will be provided to the stakeholders in the Spring 2023.

10.2 All new programs scheduled to be submitted to the Board of Regents at their December 2022 BOR Meeting shall utilize the new online form.

## **RESOURCES:**

[New Program Request Form](#) (Requires Credentials)

[Proposed Program Tracker Dashboard](#) (Requires Credentials)

Reference Chart Timelines (AAC Guideline 2.9 – Appendix A)

## **SOURCE:**

AAC November 2022.