

SOUTH DAKOTA BOARD OF REGENTS

Academic and Student Affairs

AGENDA ITEM: 6 – H

DATE: March 28-30, 2017

SUBJECT: BOR Policy 2:23 Revision – Program and Curriculum Approval (Second Reading)

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 associate degree program approvals for improved response to market needs. Board Policy does not currently address the curriculum approval process.

Board Policy 2:23 is currently titled “Certificate Programs” and addresses only academic certificates and certificates of recognition. The proposed revisions to the policy include changing the title to “Program and Curriculum Approval.”

The proposed policy:

- Identifies methods for waiving the intent to plan process for associate degree programs.
- States academic credentials appearing on a transcript require Board approval (i.e., certificates, specializations, minors, majors, and degrees).
- Maintains authorization for universities to offer certificates of recognition
- Identifies approval process for new courses, minor course and program modifications, and substantive course and program modifications.

Clarifying the curriculum approval process should allow universities to expand their program catalogs at the current high rate. The following facts illustrate the recent high growth of new program approvals:

- The Board has approved 96 certificates, minors, or undergraduate/graduate degree programs during the years 2014-2016, the most of any consecutive three-year period since 1959 (the last year for which accurate records exist).
- The years 2014, 2015, and 2016 all rank among the top seven most prolific years since 1959 for new program approvals in the system.
- Twelve percent of all programs approved by the Board since 1959 occurred during the years 2014-2016.

Any additional revisions that have occurred since the first reading at the December 2016 Board meeting have been highlighted in yellow. These changes reflect those needed to comply with the new policy formatting updates.

DRAFT MOTION 20170328_6-H: I move to approve the second and final reading of the revisions to BOR Policy 2:23 as presented.

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Program and Curriculum Approval ~~Certificate Programs~~

NUMBER: 2:23

A. PURPOSE

To define the process by which academic curricula and programs receive approval and modification

B. DEFINITIONS

1. **Intent to Plan:** is a preliminary, conceptual proposal requesting authorization to plan a new academic degree or major.

C. POLICY

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.

1.1. Intent to Plan

1.1.1. Universities must submit an intent to plan for approval by the Board of Regents prior to submitting a program proposal for a new associate degree program/degree, baccalaureate program/degree, or graduate program/degree. The Executive Director may waive the intent to plan.

1.1.2. An intent to plan is not required for associate degree programs provided:

1.1.2.1. The program is a two-year equivalent of an existing four-year bachelor's program currently approved for the university; or

1.1.2.2. The program proposal has eighty percent of the curriculum in common with an existing four-year bachelor's program current approved for the university; or

1.1.2.3. The program is stackable to two or more four-year bachelor's degree programs approved for the university; or

1.1.2.4. The Executive Director determines the program will have an immediate impact on an emerging critical workforce shortage area in South Dakota as documented by the university.

1.1.3. 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.

1.2. Undergraduate and Graduate Degrees and Majors

1.2.1. The Board of Regents approves new academic degrees and majors.

1.2.2. New graduate degree program proposals must also follow the processes identified in Policy 2:1.

1.3. Academic Certificates, Specializations, and Minors

1.3.1. The Board of Regents approves new certificates, specializations, and minors.

1.3.2. **Academic Certificates:** Universities may deliver academic certificate programs involving 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.

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

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

1.3.3. **Specializations:** An academic specialization is a designated plan of study within an existing degree program or major.

1.3.3.1. Specializations may attach to only one major.

1.3.3.2. Completion of the academic specialization shall be indicated on the student's academic transcript.

1.3.4. **Minors:** An academic minor enables a student to make broad but limited inquiry into a discipline or field of study beyond the major.

1.3.4.1. Minors are only awarded in conjunction with completion of a degree program and the awarding of a bachelor's degree.

1.3.4.2. Completion of the 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.~~

2. 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.

- 2.1. Certificates of recognition do not require Board approval.
- 2.2. Certificates of recognition are not part of a degree program and do not require formal admission to the university.
- 2.3. If credit bearing course work is involved and the participant registers for it, the course will appear on the transcript.
- 2.4. Non-credit experiences may be recognized but do not result in a transcript.

3. Curriculum Approval

- 3.1. The South Dakota Regental system maintains a common course catalog designed to facilitate ease of student transfer and collaborative programing across institutions.
- 3.2. The university Vice President for Academic Affairs approves minor course and program modifications as defined by Academic Affairs Council.
- 3.3. The System Chief Academic Officer approves new courses unique to a single university or common to more than one university after formal review by the Academic Affairs Council.
- 3.4. The System Chief Academic Officer approves substantive course and program modifications after a formal review by the Academic Affairs Council. Substantive program modifications that allow for the creation of accelerated programs shall obtain formal approval by the Board.

FORMS/APPENDICES:

None

SOURCE:

BOR May 1993; BOR January 2002; BOR December 2003; BOR August 2005.