

LONG ISLAND UNIVERSITY
Office of Academic Affairs

Program Approval Process

December 1, 2010

Table of Contents

	<u>Page</u>
Introduction – Purpose	2
New Program Proposal (NPP) Approval Process	3
Overview	3
Timelines	3
Resource Commitments	4
Outcomes Assessment	4
Educational Technology	4
Process Overview	4
Phase One - Local Campus Reviews	4
Phase Two – Long Island University Administration	5
Phase Three –New York State Education Dept (NYSED)	6
Outline for New Program Proposal (NPP)	8
Description of NPP Appendices	10
Budget, Course Descriptions, Faculty CVs, Library Resources, Technology Resources, Additional Documentation	
New Program Review	11
Related Approval Processes	
Program Change	11
Program Termination	11
NPP Attachments	
A. Sample Outcomes Assessment Plan	
B. Instructional Technology Template	
C. Budget Template	
1. Directions 2. Undergraduate 3. Graduate 4. PhD	
NYSED Application Attachments	
I. Application for Registration of a New Program	
II. Application for Addition of the Distance Education Format to a Registered Program	
III. Change or Adapt a Registered Program	
IV. Expedited Application for Registration of a New Certificate or Advanced Certificate Program	

LONG ISLAND UNIVERSITY
Office of Academic Affairs

Program Approval Process

Introduction

Purpose

This document primarily focuses on the approval process, procedures and required analysis for a New Program Proposal (NPP). The Outline for the NPP begins on page 8. There is additional information re: New Program Review, Program Change and Program Termination (see page 11).

The new program approval procedures for Long Island University were developed to provide a rational and effective method of program development, consideration and approval. These procedures provide mechanisms to ensure that consistent and coordinated decisions are made regarding program development and resource allocation. The program approval process is informed by the notion that all decisions at the University are best made in a collegial fashion, with full and open discussion among relevant parties at the departmental, school/college, campus and University levels. Upon approval by the University, new programs must be reviewed and approved by the New York State Education Department (NYSED), which has responsibility for oversight of registered degree programs.

The Office of Academic Affairs is available to assist with the program approval process at each stage. It is advisable to contact the Director of Academic Administration in the earliest stages of program development to ensure that all appropriate steps are taken in the approval process.

LONG ISLAND UNIVERSITY
Office of Academic Affairs

Program Approval Process

New Program Proposal (NPP) Approval Process

A. Overview

The program approval process is designed to encourage collegial discussions at all levels of the University. The process usually begins at the faculty/department level, and then involves all relevant parties at the school/campus level (e.g., curriculum committee, Dean), followed by the Vice President for Academic Affairs (VPAA). The next stage involves review by the Academic Affairs Committee of the University Board of Trustees, followed by the full Board of Trustees. While the internal approval process is described in stages, it is anticipated that all appropriate parties will communicate with each other from the earliest planning phase, though formal approval may not be issued until later in the process.

The final stage of the review process occurs at the State level. The NYSED reviews proposed programs in the context of institutional mission and charter, cost, available resources and duplication with other programs in the region. In some cases, the NYSED may canvass other institutions within the state and consider their comments about the proposed program.

B. Timelines

While the timeline for program development varies depending upon a range of factors, the approval process can generally be accomplished in six months to one year. It is important to be aware of the meeting schedules of the faculty bodies that must review the proposal, which vary by campus, school/college, and department.

C. Resource Commitments

The development of a new program budget is an iterative process in which the faculty, dean, and VPAA engage in discussion regarding the resources needed to consider approval of the proposed program. These discussions should provide a specific context for the development of the new program. For example, it may be determined that a new program requires external funding, or that student enrollments must be increased in order to sustain the program.

It is assumed that the existing University infrastructure, including the University Library, Information Technology, and various other offices will support the proposed program. However, in a tuition-driven institution such as Long Island University, one cannot lose sight of the shared costs for administrative infrastructure and overhead expenses. Generally, the program must ultimately contribute to infrastructure and institutional costs above and beyond current costs. Virtually all new programs will require some additional resource commitments, e.g., faculty

LONG ISLAND UNIVERSITY
Office of Academic Affairs

Program Approval Process

(adjunct and/or full-time), operating budgets, staff support, capital expenditures, software licenses, lab supplies, equipment, etc. All new program costs (and responsibility for said costs) must be identified and clearly articulated in the Outline of New Program Proposal (NPP) described in greater detail below.

D. Outcomes Assessment

It is critically important that each NPP include a plan for the assessment of student learning in the program. The outcomes assessment plan for the proposed program should include student learning goals that align with the University's mission and Campus's mission. Other important components of the Program include description of methods and instruments for measuring student achievement of the stated program learning goals, a general timetable for implementation of the various assessment activities, and plans for data collection and analysis. (See attached Sample Outcomes Assessment Plan, New Program Proposal.) Early in the development, the University Director of Assessment should be contacted for the purpose of defining the critical components to be established in the New Program.

F. Educational Technology

The use of technology is important in every program. The University has invested, and continues to invest, in current state-of-the-art technology. Knowing what is available and what is needed becomes part of the NPP. There is a standard Educational Technology template (see attached) to begin preparation of a new program proposal. The Associate VP of Instructional Technology and Faculty Development should be contacted to review the specific program needs for equipment and / or software.

E. Process Overview

From preliminary discussion through final approval, the development of a new academic program is a labor-intensive, time-consuming endeavor for all concerned. To avoid wasted time and effort, particularly on the part of the faculty, an iterative program development process has been developed at the University. This process includes review of the proposed program at multiple levels on the local campus and within the University administration. More specifically, the University employs a three-phased approval process for new program proposals, which is as follows:

Phase One – Local Campus Reviews

a. Faculty and Departmental/Divisional Review

LONG ISLAND UNIVERSITY
Office of Academic Affairs

Program Approval Process

New program proposals usually originate with the faculty, who work closely with appropriate administrators (e.g., department chairs/division directors and Deans) to refine the purpose, objectives, and resource needs associated with the proposed program. The relevant faculty group(s) should review and approve the proposed program before it is sent forward to the Dean for approval. (The Outline for New Program Proposal details the areas that need to be fully considered.)

As stated previously, the Office of Academic Affairs is available to work with the faculty in developing the new program proposal.

b. Decanal Review and Preliminary Program Proposal

In general, the key concerns to be addressed by the dean in reviewing a new program are its academic quality, relevance to the mission of the school/college, relationship to and impact upon existing academic programs, and resources necessary to support the program.

Following all necessary reviews at the local level, the appropriate Dean forwards to the VPAA (via the Director of Academic Administration):

- preliminary program proposal, which is a 1-2 page description of the proposed program that should include the Dean's statement of support
- rationale for the program (e.g., need and market for program)
- congruence with mission of University and school/college
- a brief program description and curricular overview
- degree and award
- general information regarding possible target student population and projected enrollment
- existing and needed resources

This preliminary review ensures that any concerns or questions about the proposed program may be addressed at the earliest possible stage, before faculty and departments invest a great deal of time and effort in developing a full New Program Proposal (NPP).

Upon review and approval of the preliminary proposal by the VPAA, the Director of Academic Administration will contact the appropriate Dean to inform him/her that a full NPP may be developed and submitted for review.

Phase Two – Long Island University Administration

The proposed program should be described in the NPP:

- detailing the rationale and need for the program, including some form of market analysis
- the curriculum and plan of study
- format (e.g. face-to-face, blended, or online program)

LONG ISLAND UNIVERSITY
Office of Academic Affairs

Program Approval Process

- admissions and graduation requirements
- faculty and other program resources currently available and/or needed for implementation
- target student population and 5-year enrollment projections
- a projected 5-year budget
- an outcomes assessment plan (including assessment of student learning) and career opportunities for graduates
- It is also essential that all new program proposals incorporate specific references to its relationship to the University's mission and strategic planning agenda, as they provide the context in which program approval decisions are made.

The Dean should formally submit the NPP to the VPAA via the Director of Academic Administration, who is responsible for record-keeping and ensuring that NPPs are approved at all levels within the University.

University Administration Review

The VPAA will review the NPP relative to its academic rationale; curricular design and stated program objectives; role in achieving the strategic objectives of the local academic unit(s), campus and University; budgetary projections; capital and ongoing resource requirements, and relationship to other institutional priorities. He/she will also send the NPP to other institutional leaders (e.g. University Dean of Libraries, Vice President for Planning, Chief Financial Officer, President) at his/her discretion to solicit any comments they may wish to provide. The VPAA, in consultation with other University Officers, will ensure that the necessary resources are committed, including faculty, administrative staff, library, technology, laboratory, classroom and other resources for all programs approved by the Board of Trustees.

Board of Trustees

Programs approved by the VPAA will be forwarded to the Academic Affairs Committee of the Board of Trustees, which will make a recommendation to the full Board for review and approval. The Office of Academic Affairs will prepare the documentation required for Academic Affairs Committee and Board of Trustees approval.

Phase Three – New York State Education Department (NYSED)

The Office of College and University Evaluation (OCUE) of the New York State Education Department has administrative authority for approving or rejecting new programs. Upon approval by the Board of Trustees, the VPAA will authorize the Director of Academic Administration to submit all necessary documentation to the appropriate unit within the OCUE

LONG ISLAND UNIVERSITY
Office of Academic Affairs

Program Approval Process

(e.g., Higher Education Program Review, Teacher Certification Program Review, or Professional Program Review) for approval and registration of the program on the NYSED Inventory of Registered Programs. (See Attachments I - III for NYSED program registration application documents.) The Director of Academic Administration will assist the appropriate Dean (or designee) in preparing the necessary NYSED new program registration application materials.

Certain program proposals may require amendment of the institution's charter or master plan. In those cases, the Office of Academic Affairs will work with the Dean to assemble and submit all necessary documentation to:

- 1) The University Board of Trustees, who must approve in two successive meetings (with a quorum) both amendment of the institutional charter and registration of the proposed program, and,
- 2) The Office of Legal Counsel of NYSED, to whom application must be made for charter amendment, OR
- 3) The OCUE, to whom application must be made for master plan amendment.

In cases where charter and/or master plan amendment is required for registration of a new program, the OCUE will conduct a canvass of other institutions in the State to solicit comments on the proposed program. In addition, charter amendment requires approval of the Board of Regents, which meets approximately every 6-8 weeks whose calendar is scheduled for the year. These extra steps may add several months to the overall approval process.

Upon approval of a charter or master plan amendment and the proposed program, the OCUE will recommend registration of the new program on the NYSED Inventory of Registered Programs. It should be noted that the institution may not, under any circumstances, recruit for, or otherwise publicize, a proposed program until it is officially registered on the NYSED Inventory of Registered Programs.

Upon receipt of a formal letter of approval and registration from NYSED, the Director of Academic Administration will notify the appropriate Dean and staff offices (e.g., Registrar, Associate Provost/Provost, Director of Institutional Research, Information Technology) that the program is officially registered.

The Dean and Director of the newly registered program are requested to contact University Director of Assessment immediately so that a complete Outcomes Assessment Plan is written simultaneous to the tasks of setting up curriculum, recruiting faculty and enrolling new students.

LONG ISLAND UNIVERSITY
Office of Academic Affairs

Program Approval Process

Outline for New Program Proposal (NPP)

The NPP should describe the program and its objectives, and is used to inform University leadership and NYSED about important aspects of the proposed program as previously described. While ultimate responsibility for program development and implementation rests with the Board of Trustees of the University, NYSED retains oversight of new programs when they exceed or change the current mission of the institution, and/or are unduly duplicative of existing programs in the State.

NPPs generally range in length from 5-10 pages, excluding appendices. The staff of the Office of Academic Affairs is available to assist in the preparation of the NPP: Virginia.DeFrancesco@liu.edu, or 516-299-3866.

Format

a. Title Page

- Title of the proposed degree
- Department
- School/College
- Campus
- Date of proposed program implementation
- Accreditation and/or licensure requirements

b. Objectives

Description of the nature of the program; objectives; rationale; skills or knowledge that students will acquire, and relationship of the proposed program to the general field.

c. Need

Description of the intellectual, artistic, cultural, social and/or economic need for the program. Employment opportunities should be clearly delineated. Evidence of student demand and projected enrollments for the first five years of the program should be specified. The enrollment projection should include estimates of full-time equivalents (FTE) and total number of students (head count) anticipated.

d. Other Programs in the State and Region

Description of similar programs in New York and the region surrounding Long Island University, with particular attention to programs in proximity to the campus. In the case of similar programs, descriptions of the similarities and differences are especially important. A market analysis (conducted internally, or by an external consultant) may be required for certain programs.

For doctoral programs, the NPP should identify programs of national prominence and describe similarities and differences.

e. Educational Program

Detailed description of the academic program, including:

LONG ISLAND UNIVERSITY
Office of Academic Affairs

Program Approval Process

- Admissions requirements
- Graduation requirements (including total program credits)
- Curricular outline of a typical full-time course of study
- Potential for inter-departmental, inter-campus, or inter-institutional cooperation
- Transferability of credits
- Potential for articulation with other institutions
- Optimum course sequence, identifying core (if applicable), required and elective courses in major and cognate areas
- Potential for external funding, if applicable

f. Faculty

Description of existing and needed faculty resources to launch and sustain the program, including:

- List of current faculty and areas of expertise
- List of faculty to be hired and areas of expertise
- Estimate of the percentage of faculty time devoted to the program
- Need for adjunct faculty
- Number of graduate assistants available/needed

g. Program Administration

Description of how the program will be administered, proposed program director (including areas of expertise and qualifications), and administrative reporting structure. Job description(s) for new administrative line(s) should be appended. Description of advisory board, if applicable, should also be appended.

h. Outcomes Assessment and Program Evaluation

Description of the plan for outcomes assessment for the program, including assessment of student learning goals that align with the University's mission and Campus' mission, and any additional kinds of program evaluation that may be planned, e.g., external program accreditation. Accreditation standards, if applicable, should be appended. Other important components of the Program include description of methods and instruments for measuring student achievement of the stated program learning goals, a general timetable for implementation of the various assessment activities, and plans for data collection and analysis. (see attached Sample Outcomes Assessment Plan). Early in the development, the University Director of Assessment should be contacted for the purpose of defining the critical components to be established in the New Program.

i. Capital Resources/Extraordinary Expenses

Description of anticipated capital expenditures and/or extraordinary expenses, if applicable. A detailed budget including these expenses should be appended and is described below.

LONG ISLAND UNIVERSITY
Office of Academic Affairs

Program Approval Process

Description of NPP Appendices

a. Budget

The projected five-year budget should detail the following NEW resources for the proposed program (see Undergraduate, Graduate, or Doctoral attached budget template):

- Full-time faculty salaries and benefits, including workloads and responsibilities (Specify rate of increase in salaries from year to year, usually 4%, and include fringes—42.3% for f/t and 9% for p/t; include released time, if applicable)
- Five-year revenue and expense projections; course schedule which specifies courses to be offered each year, credits earned by students and contact hours. (Specify minimum initial cohort size and include reasonable student attrition rates--typically 10%--and annual tuition increases--typically 5%.)
- Adjunct faculty, including workload
- Additional administrative salaries and benefits, e.g., site coordinator; technical coordinator, administrative/clerical staff
- Library and computer resources
- Facilities and equipment (itemize major capital expenditures)
- Miscellaneous (e.g., recurring operating expenses, licenses, travel, etc.)

The identification of all available and needed resources is a key aspect of the approval process. Resource needs must be identified and committed in order to move the program forward through the approval process.

b. Course Descriptions

Descriptions of all courses that comprise the program, noting which courses already exist and which are to be developed. Syllabi for all new courses must be submitted, as well as faculty assignments for courses in the major.

c. Faculty CV's

CV's for all faculty who will participate in the program

d. Library Resources

Assessment of the impact of the new program on the University Library system. When new resources are required for collections or services, a statement must be included describing how existing resources are to be reallocated to cover the new demands.

e. Technology Resources

Assessment of the impact of the new program on computer and technology (e.g., software, network, programming, licensing, etc.) resources within the department, and University-wide.

f. Additional Documentation

Description of additional program needs, potential sources of external funding, and external evaluator reports, if applicable.

LONG ISLAND UNIVERSITY
Office of Academic Affairs

Program Approval Process

New Program Review

New programs will be reviewed as part of the University's ongoing cyclical internal review process. This review will be conducted by the Office of Academic Affairs at the discretion of the VPAA, in consultation with other University offices (e.g., Institutional Research, Vice President for Planning). New programs will also be reviewed by the Academic Affairs Committee of the Board of Trustees on an annual basis. It should be noted that new programs will be assessed in the context of quality and administrative structure, and in comparison with other pre-existing programs in the academic unit.

RELATED APPROVAL PROCESSES

Program Change

Changes in program title; award; total program credits; format (e.g. moving from face-to-face to blended or online), and other substantive curricular changes as specified by NYSED (see NYSED Application – Attachment III) are proposed and reviewed via the process outlined above. However, formal approval of the Academic Affairs Committee and Board of Trustees may or may not be required depending upon the nature and scope of the proposed changes, and will be determined at the discretion of the VPAA. It is recommended that the appropriate Dean contact the Director of Academic Administration as early as possible to discuss proposed curricular revisions or other program changes in order to determine necessary steps in the approval process.

Program Termination

Decisions to significantly change or terminate programs must be preceded by extensive consultation and careful consideration. These decisions affect the investments of the state, faculty, and students, as well as the integrity of the University. Decisions on the termination of a program ultimately rest with the Board of Trustees. Program terminations must be submitted to NYSED for approval and official removal of the program (either immediately, or with a scheduled termination date) from the NYSED Inventory of Registered Programs.

The Office of Academic Affairs is available to provide assistance during any phase of the academic planning and program development, program change or termination process by contacting: Virginia.DeFrancesco@liu.edu; 516-299-3866.