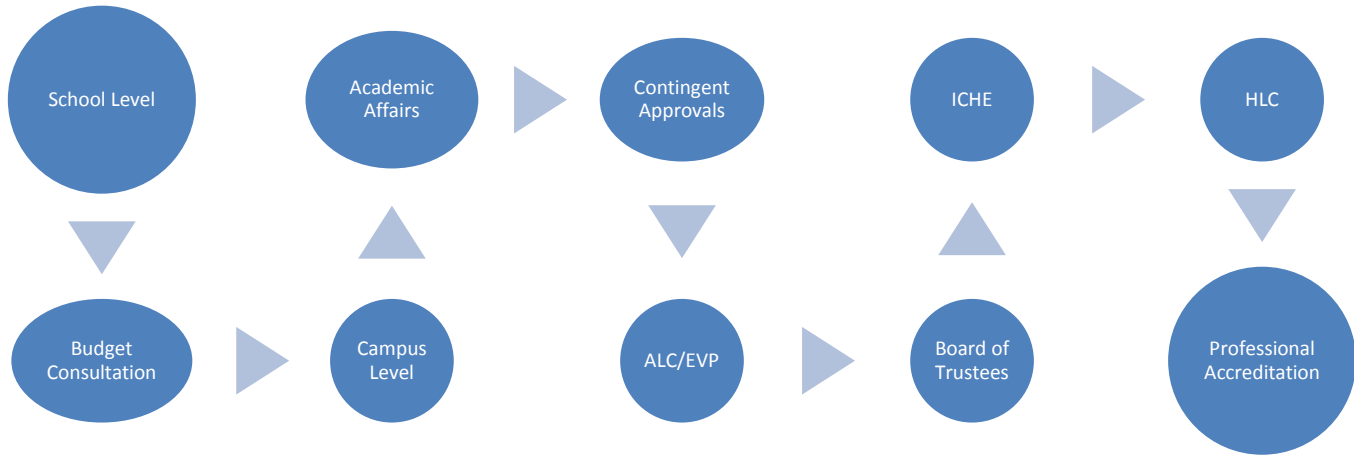# IU Southeast Program Development Guidelines:
Existing Degree Moving Online

Follow the steps below to develop a proposal and supporting documentation for an **Existing Degree Moving Online**.

STEP 1: School Level Approvals

See **Appendix A**: School Level Processes for the process in your school. (Click on your school to skip to that section.)

- ARTS & LETTERS
- BUSINESS
- EDUCATION
- GENERAL STUDIES

- NATURAL SCIENCES
- NURSING
- SOCIAL SCIENCES

STEP 2: Budget Consultation
- Consult the Associate Vice President for Administration in the Office of the Executive Vice President for University Academic Affairs (EVPUAA), to develop consistent approaches to estimating costs and identifying sources of revenue for new programs. This contact should be made before the proposal has been routed through campus approval steps.

STEP 3: Campus Approvals
- APC: Proposal format consists of the first TWO steps of **Appendix B**: ICHE Checklist of Criteria.
- General Education Committee (if applicable)
- Faculty Senate

STEP 4: Academic Affairs (EVCAA and AVCAA)
- Documentation is reviewed by EVCAA—requests for clarification and/or revisions may be required prior to approval.
- If approved, AVCAA processes proposal through APPEAR system.
- Additional proposal documents are provided if requested.

STEP 5: Contingent Approvals and Documentation (only applicable items)

1. University Graduate School: if degree(s) is (are) conferred by the graduate school.
2. **Office of Online Education: if offered online.**
3. Office of Overseas Programs: if offered through partnerships outside US.
4. Documentation: Letters of support from other campuses and/or employers.

STEP 6: Academic Leadership Council/Executive Vice President

- Approval required

STEP 7: Board of Trustees

- Action item—must be APPROVED by the Trustees BEFORE continuing with process. Programs cannot be advertised or announced prior to their last level of required approval.

STEP 8: Indiana Commission for Higher Education (ICHE)

- By ICHE policy, existing degrees offered at a new location or via distance education are expected to be examined and approved via Routine Staff Action (RSA).

STEP 9: Higher Learning Commission

- IU Southeast is required to notify the commission of all new Master's level degree programs. Additionally, programs that meet the substantive change criteria below require review and PRIOR approval.
- Initiation of new academic program(s) or major(s) other than those listed below, or cancellation or suspension of academic programs requires COMMISSION NOTIFICATION. The following changes require prior COMMISSION APPROVAL:
  - The addition of academic program(s) at a degree or credential level not previously included in the institution's accreditation by the Commission;
  - the addition of academic program(s), including Title IV-eligible Certificate programs not related to existing degree programs, that represent a significant departure from programs previously included in the institution's accreditation;
  - the addition of academic programs that require allocation of substantial financial investment or resources, or any programs acquired from another institution;
  - the addition of academic programs outside stipulations imposed by a previous Commission action limiting such activity without prior approval
- If your program meets the criteria above for substantive change, you must complete the substantive change application available on the Program Development website.
- Changes in the method of delivery of courses or programs requires prior COMMISSION APPROVAL:
  - The initial offering of academic programs through distance, correspondence or other alternate delivery wherein 50% or more of the courses or credits in the program are provided through alternate delivery;
  - The initial offering of courses through distance , correspondence or other alternate delivery if the institution is not already approved to offer programs through that delivery mechanism; and
  - Programs offered for the first time by an institution are subject to review and approval, if required, by the Commission as a new program (see above) prior to being reviewed as distance or correspondence education.

STEP 10: Professional Accreditation (if applicable)

- The Higher Learning Commission requires prior or concurrent approval processes with the Commission review. A plan and timeline for professional approval are typically acceptable documentation.

ARTS & LETTERS

The school does not have an official policy for approvals prior to submission of materials to APC. The preferred practice is that new curricula are presented at the school meeting for discussion and endorsement.

BUSINESS

Undergraduate Curriculum Change Process for the IU Southeast School of Business

Any change to undergraduate curricula or related policies must be facilitated through the Undergraduate Business Programs Committee (UBPC). Such changes include, but are not limited to:

- Changes to course descriptions, course titles, and course prerequisites
- Changes to existing concentrations, minors, and post-baccalaureate certificates
- Changes to the core
- New course requests
- New concentration proposals
- Changes to bulletin policies (e.g. admission, graduation, …)

The following text documents the School of Business (SoB) curricula review and change process.   Any change not covered in this document should be facilitated by the UBPC to determine the appropriate approval process.

I. Curricula Review for Continuous Improvement

Periodic reviews of the undergraduate curricula are initiated and managed by the UBPC. The reviews are completed in a four year cycle, and include the core, the concentrations, the minors and the post-baccalaureate certificates. (Consult the UBPC rolling cycle for exact timing.) The review process typically includes benchmarking studies of peer institutions, local institutions, and aspirant institutions.

II. Curriculum Change Overview

The Dean and the coordinators must be informed of any potential curriculum change for their input prior to the change proposal process. If additional resources are required to make the change, this must be discussed prior to the change proposal process.

Any potential curriculum change must be considered by the relevant groups: the UBPC for changes to the undergraduate core and the minors; the concentration faculty and the UBPC for changes to concentrations and the post-baccalaureate certificates. If the relevant groups support the change, then it is presented to the SoB faculty either as an information item or an action item. From there, any change in the curriculum may need to continue through the appropriate University channels after completion of the SoB process. (Refer to the following link for additional information http://www.ius.edu/facultysenate/article/Degree_Course_Approval.)

A. Curriculum Change Proposal Process for Undergraduate Core

A proposal to change the undergraduate core (including prerequisites or course replacements/additions/deletions) can be initiated by the UBPC itself or by any faculty member in the SoB through the UBPC. If the change is supported by the UBPC, it is then presented as an <u>action</u> item at a SoB faculty meeting. From there, any change in curricula may need to continue through the appropriate University channels after completion of the SoB process. (Refer to the following link for additional information http://www.ius.edu/facultysenate/article/Degree_Course_Approval.)

B. Curriculum Change Proposal Process for the Business Minor and the Economics Minor

A proposal to change the Business minor or the Economics minor can be initiated by the UBPC itself or by any faculty member in the SoB through the UBPC. If the change is supported by the UBPC, it is then presented as an <u>action</u> item at a SoB faculty meeting. From there, any change in curricula may need to continue through the appropriate University channels after completion of the SoB process. (Refer to the following link for additional information http://www.ius.edu/facultysenate/article/Degree_Course_Approval.)

C. Curriculum Change Proposal Process for an Undergraduate Concentration

A change to a concentration is typically initiated by the faculty teaching in that concentration. It must be approved by the majority of faculty in that area before being sent to the UBPC. If the change involves a course that is required in more than one concentration, faculty in all affected concentrations should be involved in discussions prior to consideration by the UBPC.

1. If the change **involves changing the prerequisites** for a concentration course, it is sent to the UBPC and then to the SoB as an <u>information</u> item.

2. If the change is the **creation or introduction of a new course on our campus**, it must be sent to the UBPC for determination of its recommendation. Then it goes to the SoB as an <u>action</u> item. If accepted by the SoB, it goes to the IU Southeast Academic Policies Committee and then the Faculty Senate as an <u>action</u> item. From there, any change in our curricula will need to continue through the appropriate University channels after completion of the SoB process. (Refer to the following link for additional information http://www.ius.edu/facultysenate/article/Degree_Course_Approval.)

3. If the change is the **creation of a new concentration**, it must be sent to the UBPC for determination of its recommendation. Then it goes to the SoB as an <u>action</u> item. If accepted by the SoB, it goes to the IU Southeast Academic Policies Committee and then the Faculty Senate as an <u>action</u> item. From there, any change in our curricula will need to continue through the appropriate University channels after SoB approval. (Refer to the following link for additional information http://www.ius.edu/facultysenate/article/Degree_Course_Approval.)

4. If the change modifies the course requirements (other than the "plus one" or "plus two" electives) for an existing concentration, **affects only one concentration** and involves removing a course from that concentration and adding another concentration-specific course to that concentration in its place (e.g. replacing a BUS-F course with a different BUS-F course <u>within</u> Finance), it is sent to the UBPC and then to the SoB as an <u>information</u> item. It then goes to the IU Southeast Academic Policies Committee and then the Faculty Senate as an <u>information</u> item. (Refer to the following link for additional information http://www.ius.edu/facultysenate/article/Degree_Course_Approval.)

5. If the change modifies the course requirements (other than the "plus one" or "plus two" electives) for an existing concentration, **affects more than one concentration** and involves removing a course from one concentration and adding another concentration course in its place, it is sent to the UBPC for determination of its recommendation. Then it goes to the SoB as an <u>action</u> item. If accepted by the SoB, it goes to the IU Southeast Academic Policies Committee and then the Faculty Senate as an <u>information</u> item. (Refer to the following link for additional information http://www.ius.edu/facultysenate/article/Degree_Course_Approval.)

6. If the change **alters the number of required courses and/or the number of electives required for a concentration,** it must be sent to the UBPC for determination of its recommendation. Then it goes to the SoB as an <u>action</u> item. If accepted by the SoB, it goes to the IU Southeast Academic Policies Committee and then the Faculty Senate as an **<u>action</u>** item. (Refer to the following link for additional information http://www.ius.edu/facultysenate/article/Degree_Course_Approval.)

D. Curriculum Change Proposal Process for a Post-Baccalaureate Certificate

Changes to a post-baccalaureate certificate will follow the same process outlined for the concentrations (see Section C above). Note: A change to the post-baccalaureate certificate in general business will follow the same process outlined for the core (see section A above).

III. Curriculum Policy Change

A proposal to change a written policy (internal or bulletin) related to the undergraduate curricula can be initiated by the UBPC itself or by any faculty member in the SoB through the UBPC. If the change is supported by the UBPC it is then presented as an <u>action</u> item at a SoB faculty meeting.

EDUCATION

1. New degree proposals are generated by a faculty group in consultation with the School Dean and the VC for Academic Affairs.
2. Faculty group submits proposal to the appropriate program team.
3. Program team votes on the proposal. If approved then the program team coordinator submits the proposal to the Curriculum Development Quality Team (CDQT) as an action item. If disapproved or tabled then the program coordinator sends proposal with comments back to faculty group.
4. The CDQT votes on the proposal. If approved then the CDQT chair submits the proposal to the School Dean as an action item for the next School of Education (SOE) faculty meeting. If disapproved or tabled then the CDQT chair sends proposal with comments back to program team.
5. The SOE faculty votes on the proposal. If approved then the proposing school team coordinator submits the proposal to the campus Academic Policies Committee (APC) as an action item for the next APC meeting and to the campus representative of the Indiana University Education Council for submission to the agenda committee as action item for the next Education Council meeting. If disapproved or tabled then the Dean of SOE sends proposal with comments back to either the CDQT, program team or the proposing faculty group.
6.

Campus Action	IU Action
APC votes on the proposal. If approved then APC submits proposal to Indiana University Southeast	The chair of the agenda committee of the Indiana University Education Council forwards the

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Faculty Senate as an action item for the next Faculty Senate meeting. If disapproved then APC sends the proposal with comments back to the originating faculty group.	proposal to each campus representative.
Faculty Senate votes on the proposal. If approved then the proposal is recommended to the Chancellor for approval. If disapproved then Faculty Senate president sends the proposal with comments back to the originating faculty group.	Each campus representative checks with the appropriate faculty members in their schools. Indiana University Education Council votes on the proposal. If disapproved then the campus education council representative brings the proposal with comments back to the SOE Dean and the proposing faculty group
Chancellor acts on the proposal, either a. Returning the proposal to the Senate for further revisions, explaining why the proposal should not go forward at this time; or b. Recommending the proposal to the Academic Leadership Council (ALC).	
If approved by the ALC, the proposal is sent to the President who decides when to present it to the Indiana University Board of Trustees.	

7. If the IU Board of Trustees approves the proposal, then the proposal is submitted to the Indiana Commission for Higher Education as an action item.
8. If a new teaching license is involved then the proposing group must also follow the guidelines for new licenses.

GENERAL STUDIES
The General Studies Committee of the Faculty Senate serves as first stage of approval.

NATURAL SCIENCES
The school does not have an official policy for approvals prior to submission of materials to APC. The preferred practice is that new curricula and significant changes to existing programs are presented at the school meeting for discussion and endorsement.

NURSING
Program and curriculum changes are reviewed and approved by the School of Nursing Curriculum Committee prior to submission to APC.

SOCIAL SCIENCES
New programs, minors, tracks, concentrations, and certificates require approval by the School of Social Sciences faculty prior to submission to APC.

Proposal should be approximately 10 pages (not including attachments).

1. Characteristics of the Program
   a. Campus(es) Offering Program
   b. Scope of Delivery (Specific Sites or Statewide)
   c. Mode of Delivery (Classroom, Blended, or Online)
   d. Other Delivery Aspects (Co-ops, Internships, Clinicals, Practica, etc.)
   e. Academic Unit Offering Program

2. Rationale for Program
   a. Institutional Rationale (e.g. Alignment with Institutional Mission and Strengths)
   b. State Rationale
   c. Evidence of Labor Market Need
      i. National, State, or Regional Need
      ii. Preparation for Graduate Programs or Other Benefits
      iii. Summary of Indiana DWD and/or U.S. Department of Labor Data
      iv. National, State, or Regional Studies
      v. Surveys of Employers or Students and Analyses of Job Postings
      vi. Letters of Support (list letters in document and include actual letters as separate, attached documents)

3. (Not Required for Existing Move to Online) Cost of and Support for the Program
   a. Costs
      i. Faculty and Staff
      ii. Facilities
      iii. Other Capital Costs (e.g. Equipment)
   b. Support
      i. Nature of Support (New, Existing, or Reallocated)
      ii. Special Fees above Baseline Tuition

4. (Not Required for Existing Move to Online) Similar and Related Programs
   a. List of Programs and Degrees Conferred
      i. Similar Programs at Other Institutions
      ii. Related Programs at the Proposing Institution
   b. List of Similar Programs Outside Indiana
   c. Articulation of Associate/Baccalaureate Programs
   d. Collaboration with Similar or Related Programs on Other Campuses

5. (Not Required for Existing Move to Online) Quality and Other Aspects of the Program
   a. Credit Hours Required/Time to Completion
   b. Exceeding the Standard Expectation of Credit Hours
   c. Program Competencies or Learning Outcomes
   d. Assessment

e. Licensure and Certification
    f. Pacement of Graduates
    g. Accreditation

6. Projected Headcount and FTE Enrollment and Degrees Conferred (Facilitated by Steve Keucher—Academic Affairs will make this contact)

7. (Not Required for Existing Move to Online) Letters of Support (IU Step 7, included in 2.C.vi above)

8. (Not Required for Existing Move to Online) Market Analysis

9. Office of Online Education Coversheet (if applicable)