SPECIAL MEETING OF THE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

Presidents' Conference Room*
Boulevard Tower
1018 Kanawha Boulevard East
Charleston, West Virginia

June 22, 2011
3:00 P.M.

AGENDA

   I. Call to Order

  II. Election of Officers

 III. Approval of Appointments to the West Virginia Regional Technology Park Board of Directors

 IV. Approval of Appointment to the Higher Education Student Financial Aid Advisory Board

  V. Approval of Series 11, Submission of Proposals for Academic Programs and the Monitoring and Discontinuance of Existing Programs

 VI. Approval of Modification to the Chancellor's Contract

VII. Additional Board Action and Comment

VIII. Adjournment

To join the meeting by conference call, dial the following numbers: 1-866-453-5550, participant code: 5245480#.

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West Virginia Higher Education Policy Commission
Meeting of June 22, 2011

ITEM: Approval of Appointments to the West Virginia
                                Regional Technology Park Board of Directors

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher
                                Education Policy Commission approves the
                                appointments to the West Virginia Regional
                                Technology Park Board of Directors.

STAFF MEMBER: Paul Hill

BACKGROUND:

On March 12, 2011, the Legislature approved Senate Bill (SB) 484, which provided for a new corporation to be established for operation and development of the West Virginia Regional Technology Park, a 258-acre property located in South Charleston. SB 484 authorized the appointment of a Board of Directors. In order to complete the incorporation process, the board membership and initial by-laws must be established.

At the April 29, 2011 meeting, the Commission approved the appointment of Bruce Berry, Ellen Cappellanti, Georgette George, David Hendrickson, Paul Hill, Brian Noland as Chair, and Charles Patton. Staff recommends the appointment of Matt Ballard and Henry Harmon to complete the board membership. Short biographies follow this agenda item.

Matthew G. Ballard

Matthew G. Ballard serves as the President/CEO of the Charleston Area Alliance the entity responsible economic and community development in the Charleston region as well as the largest regional Chamber of Commerce in West Virginia. Over the past five years, the Alliance has directly worked on economic development projects that have stimulated over $600,000,000 in new capital investment and over 3,900 new direct jobs. Prior to Ballard being named President/CEO of the Alliance he served as its Executive Vice President where he managed the economic development efforts of the organization and created its young professionals program, Generation Charleston.

Before joining the Alliance, Ballard served as the Executive Director of the Hatfield-McCoy Trails, a 500-mile multi-use trail system and tourism destination, operating in nine counties throughout southern West Virginia. Prior to his work at Hatfield-McCoy Ballard served for two years as the Special Assistant for Project Management and Policy Analysis to the Cabinet Secretary in the West Virginia Department of Tax and Revenue and has also worked with the West Virginia Legislature for the Senate Majority Leader.

Ballard has an undergraduate degree in Nursing from Alderson-Broaddus College and a Masters Degree in Public Administration from West Virginia University. Ballard also currently serves on the Governor's Disaster Recovery Board, the Board of Directors of the Chemical Alliance Zone, the Alderson-Broaddus College Board of Directors, the Board of Directors of the Hatfield-McCoy Trail, the West Virginia University School of Nursing Board of Advisors, the Board of Directors of MATRIC, and is the President-Elect of the Charleston Rotary Club.

In 2008, Ballard was honored as one of the West Virginia State Journal's 40 under 40 award recipients and in 2009 was selected by the American Association of Chamber Executives and the Ford Foundation through a competitive selection process to be a "Ford Fellow," a specialized professional development program focused on sustainable regional economic development strategies.

W. Henry Harmon

Dr. Harmon has been a part of the Appalachian exploration industry for 30 years, establishing and leading one of the most skilled teams of natural gas exploration professionals in an effort to expand and develop the boundaries of the eastern producing basin. He founded Triana Energy in December 2000 and also served as President and CEO of Union Drilling, Inc., a non-affiliated contract drilling company in Appalachia from 2000 to 2003. He had previously worked with the Columbia Energy Group for 22 years where he served as President and CEO of several of its non-regulated energy subsidiaries, including Columbia Natural Resources. Under his leadership, CNR grew from a valuation of $300 million to its ultimate sale in November 2005 for nearly $3.2 billion.

ITEM:	Approval of Appointment to the Higher Education Student Financial Aid Advisory Board
INSTITUTIONS:	All
RECOMMENDED RESOLUTION:	*Resolved*, That the West Virginia Higher Education Policy Commission approves the appointment to the Higher Education Student Financial Aid Advisory Board.
STAFF MEMBER:	Angie Bell

BACKGROUND:

The Higher Education Student Financial Aid Advisory Board is a body statutorily charged to provide financial aid expertise and policy guidance to the Higher Education Policy Commission and the Council for Community and Technical College Education on matters related to federal, state, and private student financial aid resources and programs.

The Higher Education Student Financial Aid Advisory Board consists of seven members. Three members are appointed by the Commission, two members by the Council, one member by the West Virginia Independent Colleges and Universities, and one member by the West Virginia School Counselor Association. According to statute, although original appointments by the Commission were for different term lengths, subsequent appointments shall be for three-year terms.

The statute provides that members appointed by the Commission and the Council shall possess a broad knowledge of state and federal higher education student financial aid programs and have experience in administering these programs, preferably at the system or campus level.

In 2009 and 2010, the Commission approved membership to this Board. Currently, the two-year term for Dr. Sarah Denman, former Provost at Marshall University, is set to expire on June 30, 2011. After consultation with the West Virginia Association of Student Financial Aid Administrators and as part of the meeting, staff will recommend the appointment of an individual to fill this expired term.

West Virginia Higher Education Policy Commission
Meeting of June 22, 2011

ITEM: Approval of Series 11, Submission of
                                         Proposals for Academic Programs and the
                                         Monitoring and Discontinuance of Existing
                                         Programs

INSTITUTIONS: All

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher
                                         Education Policy Commission approves Series
                                         11, Submission of Proposals for Academic
                                         Programs and the Monitoring and
                                         Discontinuance of Existing Programs, for final
                                         filing with the Secretary of State.

STAFF MEMBER: Kathy Butler

BACKGROUND:

Series 11, Submission of Proposals for Academic Programs and the Monitoring and
Discontinuance of Existing Programs, is the legislative rule that outlines the procedures
for the West Virginia Higher Education Policy Commission to approve new programs
and to monitor and terminate existing programs. At the April 11, 2011 meeting, the
Commission approved a revision of Series 11 to be submitted to the Secretary of State
for a thirty-day public comment period.

The proposed revisions to Series 11, summarized below, strengthen the rule and clarify
the procedures for West Virginia higher education institutions to attain approval for
additional academic programs at their respective colleges and universities. It also
details the standards for each degree, including general education and program hour
requirements, and strengthens the Commission's position on program completion and
time to degree. A summary of significant revisions is as follows:

Initial revisions (prior to public comment period):

1. The title has been changed. The words "and the Monitoring" were added to the
   previous title of the same rule.

2. A separate section defined as "Definitions" is included for convenience.
   References to "distance delivery" and "occupational programs" were deleted.

3. Several sections of the rule were reorganized to make the procedures more
   clearly understood.

4. Language was added to respond to the need to examine the duplication of academic programs at the same location. (Section 4.9) A provision for exemptions is included.

5. A caveat that gives authority to the Commission to modify any program action that has a statewide impact is included. (Section 4.10)

6. A section was added to clarify and emphasize the role of the Higher Education Policy Commission in the approval of new program proposals and monitoring of new program implementation, including post-approval audit and five-year program review. (Section 7)

7. New language was added (Section 6.2.e) that recommends program length and requirements for general education. The recommendations were suggested by the Higher Learning Commission, our regional accreditation agency.

8. A statement was added to the section on program projections (Section 6.4.b) to include a plan for program sustainability after the initial five year start-up period.

9. A statement was added to the section on student support services (Section 6.4.e) to address the necessary support services for student success that may enhance student success, retention, and program completion.

Revisions based on suggestions from public comment period:

1. In an effort to affirm and strengthen the Commission's commitment to addressing college completion and time to degree, the word "minimum" was deleted from the statement about "commonly accepted minimum program length." (Section 6.2.e.1)

2. To further strengthen and assure that all program objectives are met within the proposed program, the following sentence was added: "A table should be included in the proposal that defines each program objective and where that objective is taught and assessed within the program." (Section 6.2.a)

3. A statement was added to Section 7.5 to clarify when existing programs must be in compliance with the program component requirements of this policy: "Academic programs approved prior to the effective date of this policy will be reviewed for compliance with the program requirements found in Section 6.2.e of this policy as a component of the program's first regularly scheduled post-approval audit or five-year program review, whichever is applicable."

Staff recommends approval of Series 11, Submission of Proposals for Academic Programs and the Monitoring and Discontinuance of Existing Programs, for final filing with the Secretary of State.

TITLE 133
PROCEDURAL RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

SERIES 11
SUBMISSION OF PROPOSALS FOR ~~NEW~~ ACADEMIC PROGRAMS AND THE
<u>MONITORING</u> AND DISCONTINUANCE OF EXISTING PROGRAMS

§133-11-1.   General.

1.1.   Scope. -- This rule delineates the responsibilities of the Higher Education Policy Commission in the approval and discontinuance of academic programs and establishes processes for institutions in seeking Commission approval of new academic programs.

1.2.   Authority. -- W. Va. Code §§18B-1-6 and18B-1B-4.

1.3.   Filing Date. -- ~~November 20, 2001.~~

1.4.   Effective Date. -- ~~December 25, 2001~~.

§133-11-2.   Background.

2.1.   The West Virginia Higher Education Policy Commission is charged by statute with general authority for academic program approval for West Virginia public colleges and universities. The Commission is further required to use institutional missions as a template in assessing the appropriateness of new programs and to avoid unnecessary duplication in program approvals.

To facilitate the discharge of these responsibilities, the following procedures and format shall be followed by each institution in submitting to the chancellor for consideration by the Commission proposals to establish academic programs.

§133-11-3.   ~~Submission Procedures~~ <u>Definitions</u>.

3.1.   ~~Approval: Proposals for approval of new academic degree programs and new teaching specializations require Commission approval. Proposals to add majors within a degree program require approval of the appropriate Board of Governors. Newly approved majors should be reported to the Academic Affairs Unit in the Commission office. Decisions to establish areas of emphasis, certificate programs, or baccalaureate minors may be made at the institutional Board of Governors level or may be delegated to the institutional president and do not require external approvals. Further,~~

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~~occupational programs at community and technical colleges require neither approval by the respective Board of Governors or by the Commission.~~

~~In compliance with Senate Bill 653, any proposal by the state colleges for graduate programs, including certificate programs, must have the approval of the Higher Education Policy Commission. An institution planning to offer existing academic programs at sites outside West Virginia must have the approval of the appropriate out-of-state agency which regulates such offerings, as well as the approval of the Commission.~~

<u>Area of emphasis: An area of emphasis is a specific subject area of study which has defined course offerings within an approved degree program and major. Normally, a minimum of twelve (12) and no more than eighteen (18) hours would be expected for an area of emphasis within a baccalaureate degree program and a minimum of six (6) and no more than twelve (12) credit hours would be expected for an area of emphasis within a graduate degree. Typically, a minimum of six (6) and no more than nine (9) credit hours would be expected for an area of emphasis within an associate degree program. Areas of emphasis completed would appear on the student's transcript.</u>

3.2. ~~Filing: Prior to the offering of an existing program at a location off the main campus or the offering of an existing program primarily through distance education delivery, the institution shall notify the chancellor at least three months (60 days for associate level programs) before the date of intended implementation. The Commission, however, reserves the right to modify any program action which affects the mission of the institution or otherwise has statewide impact.~~

<u>Certificate Programs: A certificate program (as distinguished from the one-year Certificate Degree Program offered by the community and technical colleges) is a coherent, specialized curriculum designed for students in search of a specific body of knowledge for personal/career development or professional continuing education. The certificate program is not attached to a degree program, although credit hours earned in a certificate program may be applied to a degree if they are deemed appropriate by the institution. The awarding of a certificate upon completion of the program is not contingent upon completion of a degree program. The certificate would appear on the student's transcript and an institution may issue an official certificate of completion.</u>

<u>Normally, a minimum of six (6) and no more than nine (9) credit hours would constitute a certificate program at the associate level, and a minimum of twelve (12) and no more than twenty-one (21) would</u>

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constitute a certificate program at the baccalaureate or graduate level.

3.3. ~~Definitions~~

~~3.3.a.~~ ~~Degree program: A degree program is an area of study approved as such by the institution and the Commission and listed on the official Commission inventory of degree programs, e.g. English, Social Work, Physical Education. The degree, which is an award signifying a rank or level of educational attainment and which is conferred on students who have successfully completed a degree program, is represented by the official degree designation, e.g. B.A. - Bachelor of Arts, B.S. - Bachelor of Science, A.S. - Associate of Science, etc. The degree program completed would be listed on the student's diploma.~~

~~3.3.b.~~ ~~Majors: A major is a field of study within an approved degree program, having its own curriculum. A degree program may have more than one major. An institution may elect to include the major(s) on the student's diploma.~~

~~3.3.c.~~ ~~Area of emphasis: An area of emphasis is a specific subject area of study which has defined course offerings within an approved degree program and major. Normally, a minimum of twelve (12) and no more than eighteen (18) hours would be expected for an area of emphasis within a baccalaureate degree program and a minimum of six (6) and no more than twelve (12) credit hours would be expected for an area of emphasis within a graduate degree. Typically, a minimum of six (6) and no more than nine (9) credit hours would be expected for an area of emphasis within an associate degree program. Areas of emphasis completed would appear on the student's transcript, but would not be included on the diploma.~~

~~3.3.d.~~ ~~Certificate Programs: A certificate program (as distinguished from the one-year Certificate Degree Program offered by the community and technical colleges) is a coherent, specialized curriculum designed for students in search of a specific body of knowledge for personal/career development or professional continuing education. The certificate program is not attached to a degree program, although credit hours earned in a certificate program may be applied to a degree if they are deemed appropriate by the institution. The awarding of a certificate upon completion of the program is not contingent upon completion of a degree program. The certificate would appear on the student's transcript and an institution may issue an official certificate of completion.~~

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Normally, a minimum of six (6) and no more than nine (9) credit hours would constitute a certificate program at the associate level, and a minimum of twelve (12) and no more than twenty-one (21) would constitute a certificate program at the baccalaureate or graduate level.

3.3.e. Minors: A baccalaureate minor is earned in a specific subject area of study and must be composed of at least 12 credit hours of course work. A student may not earn a baccalaureate minor in a subject area in which he/she is earning a baccalaureate major.

3.4. Occupational Programs: New occupational programs may be implemented by the community and technical colleges. Such programs do not require the approval of either institutional governing boards or the West Virginia Higher Education Policy Commission. While the approval of the institutional governing board is not required, it is recommended that the appropriate institutional governing board be consulted. An occupational program is either a certificate or associate degree program delivered by a community and technical college with the primary intent of preparing the student to enter employment on completion of the program. Procedures for implementing occupational programs are delineated in the policy, Increased Flexibility for Community and Technical Colleges. (See Chancellor's Interpretative Memorandum, No. 8).

Two plus two programs and transfer education programs at the community and technical colleges will require approval by the respective institutional governing board and by the Commission.

3.53. Collaborative Master's Degree Programs: Any proposal to establish a collaborative master's degree program should be submitted jointly by the partnering institutions in the collaborative.

3.4. Degree program: A degree program is an area of study approved as such by the institution and the Commission and listed on the official Commission inventory of degree programs, e.g. English, Social Work, Physical Education. The degree, which is an award signifying a rank or level of educational attainment and which is conferred on students who have successfully completed a degree program, is represented by the official degree designation, e.g. B.A. - Bachelor of Arts, B.S. - Bachelor of Science, A.S. - Associate of Science, etc. The degree program completed would be listed on the student's diploma.

3.5. Majors: A major is a field of study within an approved degree program, having its own curriculum. A degree program may have more than one

major. An institution may elect to include the major(s) on the student's diploma.

3.6. Minors: A baccalaureate minor is earned in a specific subject area of study and must be composed of at least twelve (12) credit hours of course work. A student may not earn a baccalaureate minor in a subject area in which he/she is earning a baccalaureate major.

3.6. Timelines: Proposals to add new degree programs shall be submitted to the chancellor at least six months prior to the intended date of implementation for baccalaureate or graduate/professional programs, and at least 60 days prior to the date the Commission considers program approval for certificate or associate level programs.

If the proposal is to add a new teaching specialization, such proposal shall be submitted to the chancellor not less than three months (60 days for new majors to associate level programs) prior to the date intended for implementation. Filing of notices of intent to offer existing bachelor's or master's degree programs at off-campus locations or to deliver programs through distance education delivery shall be submitted to the chancellor at least three months prior to the date of implementation. Proposals to offer existing associate level degree programs at off-campus sites or to deliver associate level programs primarily through distance education delivery must be submitted to the chancellor not less than 60 days prior to the date for intended implementation. The chancellor shall render a decision prior to the intended date of implementation of any program change. Exceptions to the requirements on lead times may be approved by the chancellor.

3.7. Intent to Plan: An institution must express to the chancellor by a statement of intent to plan a new baccalaureate or graduate/professional degree program at least six months before submission of a full proposal (i.e., one year prior to the intended date of implementation). For certificate and associate level programs, an institution is to submit a statement of intent to plan 120 days prior to the date when the Commission considers approval of the new program. Early consultation allows exploration of such fundamental concerns as needs analyses, consistency with institutional mission, resource requirements, and other issues prior to engaging in extensive and detailed planning. Since community and technical college occupational programs do not require external approvals, no intent to plan request should be filed.

The chancellor and staff will review the statement of intent to plan. Consultants may be used when deemed necessary. Approval of requests to plan shall be made by the chancellor.

Authorization to plan a new academic program does not, however, in any way constitute a commitment on the part of the Commission to approve the program at such time as the planning is completed and the program approval request is submitted. The authorization indicates that the program is consistent with the mission of the institution. Planning authorization allows the institution to formulate a proposal for establishment of the new program.

A request to develop a plan should indicate the projected date of submission of the full proposal and the projected date of implementation. It should also include the following:

3.7.a. A statement describing the educational objectives, the relationship of the objectives to the mission of the institution, and any special features or conditions that make the institution a desirable or unique place to initiate such a program.

3.7.b. A brief description of the program.

3.7.c. A statement describing how the institution will assure high quality standards for the program and maintain a continuing assessment of quality.

3.7.d. A statement listing other institutions in West Virginia that offer similar programs.

3.7.e. A statement on what societal, occupational, research, or public service needs will be met, as well as anticipated student demand for the program.

3.7.f. A statement on what additional resources will be needed to offer the program.

3.8. Review of New Program Proposals: The chancellor's staff will review the proposal and contact the institution if additional information or consultation is required. Any requests for financial support of the program shall be integrated into budget requests for the appropriate year. Questions about the proposal may be raised at the institutional budget hearing. Consultants will be used to assist the staff when deemed necessary. The proposal will also be shared with the chief academic officers of all West Virginia public higher education institutions for information and comment, if any.

The format of the proposal should follow the sequence of items as they

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appear on the following pages. Please respond to each item if only to indicate that it is not applicable. Information may be presented in narrative or in outline form or in a combination of the two. Supporting materials such as charts and tables may be included or attached.

The cover page should include the following:

Name of Institution
Date
Category of Action Required
Title of Degree or Certificate
Location
Effective Date of Proposed Action
Brief Summary Statement

3.9.   Program Description

    3.9.a.   Program Objectives: State the program objectives so that they can be related to the criteria in the evaluation plans (See Section 7).

    3.9.b.   Program Identification: Each proposal shall include an appropriate program identification as provided in the Classification of Instructional Programs (CIP) developed and published by the U.S. Department of Education Center for Education Statistics.

    3.9.c.   Program Features: Summarize the important features of the program and include a full catalog description. This section should contain:

        3.9.c.1.   Admissions and Performance Standards: Describe admissions and performance standards and their relationship to the program objective.

        3.9.c.2.   Program Requirements: Describe course requirements (indicating new courses with asterisks), majors and specializations, credit-hour requirements, research-tool requirements, examination procedures and requirements for a research paper, thesis, or dissertation. Also include field work or similar requirements and any other information that helps to describe the program of study.

    3.9.d.   Program Outcomes: Indicate the expected results of the program and, if this is a proposal for an expanded or modified program, specify how the proposed change may achieve results different from those produced by the current program.

3.9.e. ~~Program Delivery: Describe   any   instructional   delivery methodologies to be employed, such as compressed video, World Wide Web, etc. Indicate costs associated with distance education or technology-based delivery~~.

§133-11-4.   ~~Program Need and Justification~~ Submission Guidelines and Timelines.

4.1.   ~~Relationship to Institutional Goals/Objectives: Relate this program to the institution's goals and objectives and the statewide master plan~~. Proposals for approval of new academic degree programs and new teaching specializations require Commission approval.

4.2.   ~~Existing Programs: List similar programs (and their locations) offered by other institutions (public or private) in West Virginia. State why additional programs or locations are desirable~~. Proposals to add new degree programs shall be submitted to the chancellor at least six (6) months prior to the intended date of implementation for baccalaureate or graduate/professional programs, and at least sixty (60) days prior to the date the Commission considers program approval for certificate or associate level programs.

4.3.   ~~Program Planning and Development: Indicate the history to date of the development and submission of this program proposal. What resources (e.g., personnel, financial, equipment) have already been invested in this program?   What planning activities have supported this proposal?~~ Proposals to add majors within a degree program require approval of the appropriate Board of Governors. Newly approved majors should be reported to the Academic Affairs Division in the Commission office.

4.4.   ~~Clientele and Need: Describe the clientele to be served and state which of their specific needs will be met by the program. Indicate any special characteristics, such as age, vocation, or academic background. Indicate manpower needs, interest on the part of industry, research and other institutions, governmental agencies, or other indicators justifying the need for the program.~~ Decisions to establish areas of emphasis, certificate programs, or baccalaureate minors may be made at the institutional Board of Governors level or may be delegated to the institutional president and do not require external approvals.

4.5.   ~~Employment Opportunities: Present a factual assessment of the employment opportunities that are likely to be available to program graduates. Include data and references supporting this assessment. Indicate the types and number of jobs for which such a curriculum is appropriate~~. If the proposal is to add a new teaching specialization, such

proposal shall be submitted to the chancellor not less than three (3) months prior to the date intended for implementation.

4.6. ~~Program Impact: Describe the impact of this program on other programs that it will support or that will be supported by it.~~ Filing of notices of intent to offer existing bachelor's or master's degree programs at new locations shall be submitted to the chancellor at least three (3) months prior to the date of implementation. The chancellor shall render a decision prior to the intended date of implementation of any program change. Exceptions to the requirements on lead times may be approved by the chancellor.

4.7. ~~Cooperative Arrangements: Describe any cooperative arrangements (including clinical affiliations, internship opportunities, personnel exchanges, and equipment sharing) that have been explored.~~ Proposals to offer existing associate level degree programs at new locations must be submitted to the chancellor not less than sixty (60) days prior to the date for intended implementation. The chancellor shall render a decision prior to the intended date of implementation of any program change. Exceptions to the requirements on lead times may be approved by the chancellor.

4.8. ~~Alternatives to Program Development: Describe any alternatives to the development of this program that have been considered and why they were rejected.~~ An institution planning to offer existing academic programs at sites outside West Virginia must have the approval of the appropriate out-of-state agency which regulates such offerings, as well as the approval of the Commission. Any program, once approved, may continue, as long as the institution has the continuing approval of the appropriate out-of-state agency.

4.9. Unless exempted by the Commission, duplication of academic program delivery at the same location by different institutions is not permitted. Any exemption will require Commission approval based upon written justification and documentation of need submitted to the Commission.

4.10. The Commission reserves the right to modify any program action which affects the mission of the institution or otherwise has statewide impact.

§133-11-5. ~~**Program Implementation and Projected Resource Requirements**~~ **Intent to Plan.**

5.1. ~~Program Administration: Describe the administrative organization for the program and explain what changes, if any, will be required in the institutional administrative organization.~~

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Intent to Plan: An institution must express to the chancellor by a statement of intent to plan a new baccalaureate or graduate/professional degree program at least six (6) months before submission of a full proposal (i.e., one (1) year prior to the intended date of implementation). For certificate and associate level programs, an institution is to submit a statement of intent to plan 120 days prior to the date when the Commission considers approval of the new program. Early consultation allows exploration of such fundamental concerns as needs analyses, consistency with institutional mission, resource requirements, and other issues prior to engaging in extensive and detailed planning.

The chancellor and staff will review the statement of intent to plan. Consultants may be used when deemed necessary. Approval of requests to plan shall be made by the chancellor.

Authorization to plan a new academic program does not, however, in any way constitute a commitment on the part of the Commission to approve the program at such time as the planning is completed and the program approval request is submitted. The authorization indicates that the program is consistent with the mission of the institution. Planning authorization allows the institution to formulate a proposal for establishment of the new program.

5.2. ~~Program Projections: Indicate the planned enrollment growth and development of the new program during the first five years (FORM 1). If the program will not be fully developed within five years, indicate the planned size of the program in terms of degrees and majors or clients served over the years to reach full development of the program.~~
A request to develop a plan should indicate the projected date of submission of the full proposal and the projected date of implementation. It should also include the following:

5.2.a. A statement describing the educational objectives, the relationship of the objectives to the mission of the institution, and any special features or conditions that make the institution a desirable or unique place to initiate such a program.

5.2.b. A brief description of the program.

5.2.c. A statement describing how the institution will assure high quality standards for the program and maintain a continuing assessment of quality.

5.2.d. A statement listing other institutions in West Virginia that offer similar programs.

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5.2.e. A statement on what societal, occupational, research, or public service needs will be met, as well as anticipated student demand for the program.

5.2.f. A statement on what additional resources will be needed to offer the program.

5.2.g. A statement describing the instructional delivery methodologies to be employed to deliver the program, i.e. on-site or by technology–based delivery

5.3. Faculty Instructional Requirements: Indicate the number, probable rank, experience, and cost of faculty required over the five-year period.

5.4. Library Resources and Instructional Materials: Evaluate the adequacy of existing library resources and instructional materials for the proposed program. Estimate the nature and probable cost of additional resources necessary to bring the proposed program to an accreditable level.

5.5. Support Service Requirements: Indicate the nature of any additional support services (e.g., laboratories, computer facilities, equipment, etc.) likely to be required by the proposed program. Include the expected costs, and describe how such expansions will be incorporated into the institutional budget.

5.6. Facilities Requirements: Indicate whether the program will require the addition of new space or facilities or the remodeling or renovation of existing space. If so, provide a statement detailing such plans and space needs and their estimated funding requirements. Describe the impact of this new program on space utilization requirements.

5.7. Operating Resource Requirements: Using FORM 2, provide a summary of operating resource requirements by object of expenditure.

5.8. Source of Operating Resources: Indicate the source of operating resource requirements if the service levels are to reach those projected in FORM 1. Describe any institutional plans to reallocate resources to the program in each year of the five-year period. Describe the supplementary resource needs that are beyond the usual or expected institutional allocations that are derived through the regular budget request process.

§133-11-6. ~~**Offering Existing Programs at New Locations**~~ **Submission Requirements for New Program Proposals.**

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6.1.   ~~Institutions planning to offer existing degree programs at new locations or to offer an existing program primarily through distance education delivery (50 percent or more of all course credits in the program) must notify the chancellor at least three months (60 days for associate level programs) prior to the date of intended implementation~~

Once the institution has received notification that the Intent to Plan has been approved, an institution may develop the program proposal. The format of the proposal should follow the sequence of items as they appear on the following pages. Please respond to each item if only to indicate that it is not applicable. Information may be presented in narrative or in outline form or in a combination of the two. Supporting materials such as charts and tables may be included or attached.

The cover page should include the following:
        Name of Institution
        Date
        Category of Action Required
        Title of Degree or Certificate
        Location
        Effective Date of Proposed Action
        Brief Summary Statement

6.2.   ~~The Commission, however, reserves the right to modify any program action which affects the mission of the institutions or otherwise has statewide impact.~~ Program Description

    6.2.a. Program Objectives: State the program objectives so that they can be related to the criteria in the evaluation plans (See Section 7). A table should be included in the proposal that defines each program objective and where that objective is taught and assessed within the program.

    6.2.b. Program Identification: Each proposal shall include appropriate program identification as provided in the Classification of Instructional Programs (CIP) developed and published by the U.S. Department of Education Center for Education Statistics.

    6.2.c. Program Features: Summarize the important features of the program and include a full catalog description. This section should contain:

        6.2.c.1. Admissions and Performance Standards: Describe admissions and performance standards and their relationship to the program objective.

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6.2.c.2. Program Requirements: Describe course requirements (indicating new courses with asterisks), majors and specializations, credit-hour requirements, research-tool requirements, examination procedures and requirements for a research paper, thesis, or dissertation. Also include field work or similar requirements and any other information that helps to describe the program of study.

6.2.d. Program Outcomes: Indicate the expected results of the program and, if this is a proposal for an expanded or modified program, specify how the proposed change may achieve results different from those produced by the current program.

6.2.e. Program Content. The proposed educational programs shall be compatible with the institutional mission. The relationship shall be described in documents provided to the Commission.

6.2.e.1. The content and length of the proposed academic program shall follow practices common to institutions of higher education. The commonly accepted program length is: 60 semester credits for associate's degrees, 120 semester credits for bachelor's degrees, 30 semester credits beyond the bachelor's degree for master's degrees, 30 semester credits beyond the master's degree for doctorates.

6.2.e.2. All proposed undergraduate degree programs shall include a coherent general education component that is consistent with the institution's mission and appropriate to its educational programs. The undergraduate general education component shall be documented.

6.2.e.3. The minimum requirement for general education for all undergraduate programs delivered through the traditional distributed curricula is 15 semester credits for technical associate's degrees, 24 for transfer associate's degrees, and 30 for bachelor's degrees. If the general education component is delivered through integrated, embedded, interdisciplinary, or other accepted models, institutions must demonstrate that the program meets minimum requirements equivalent to the distributed model.

6.3. An institution planning to offer existing academic programs at sites outside West Virginia must have the approval of the appropriate out of

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state agency which regulates such offerings, as well as the approval of the Commission. Any program, once approved, may continue, as long as the institution has the continuing approval of the appropriate out-of-state agency.Program Need and Justification

6.3.a. Relationship to Institutional Goals/Objectives**:** Relate this program to the institution's goals and objectives and the statewide master plan.

6.3.b. Existing Programs: List similar programs (and their locations) offered by other institutions (public or private) in West Virginia. State why additional programs or locations are desirable.

6.3.c. Program Planning and Development: Indicate the history to date of the development and submission of this program proposal. What resources (e.g., personnel, financial, equipment) have already been invested in this program? What planning activities have supported this proposal?

6.3.d. Clientele and Need: Describe the clientele to be served and state which of their specific needs will be met by the program. Indicate any special characteristics, such as age, vocation, or academic background. Indicate manpower needs, interest on the part of industry, research and other institutions, governmental agencies, or other indicators justifying the need for the program.

6.3.e. Employment Opportunities: Present a factual assessment of the employment opportunities that are likely to be available to program graduates. Include data and references supporting this assessment. Indicate the types and number of jobs for which such a curriculum is appropriate.

6.3.f. Program Impact: Describe the impact of this program on other programs that it will support or that will be supported by it.

6.3.g. Cooperative Arrangements: Describe any cooperative arrangements (including clinical affiliations, internship opportunities, personnel exchanges, and equipment sharing) that have been explored.

6.3.h. Alternatives to Program Development: Describe any alternatives to the development of this program that have been considered and why they were rejected.

6.4. Program Implementation and Projected Resource Requirements

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6.4.a.   Program Administration: Describe the administrative organization for the program and explain what changes, if any, will be required in the institutional administrative organization.

6.4.b.   Program Projections: Indicate the planned enrollment growth and development of the new program during the first five (5) years (FORM 1). If the program will not be fully developed within five (5) years, indicate the planned size of the program in terms of degrees and majors or clients served over the years to reach full development of the program.   Include a plan for sustainability of the program after the initial five (5) year start-up.

6.4.c.   Faculty Instructional Requirements: Indicate the number, probable rank, experience, and cost of faculty required over the five (5) year period.

6.4.d.   Library Resources and Instructional Materials: Evaluate the adequacy of existing library resources and instructional materials for the proposed program. Estimate the nature and probable cost of additional resources necessary to bring the proposed program to an accreditable level.

6.4.e.   Support Service Requirements: Indicate the nature of any additional support services (e.g., laboratories, computer facilities, equipment, etc.) likely to be required by the proposed program. Include the expected costs, and describe how such expansions will be incorporated into the institutional budget. Describe any student support services that will be put into place to enhance student retention and successful program completion for this new program.

6.4.f.   Facilities Requirements: Indicate whether the program will require the addition of new space or facilities or the remodeling or renovation of existing space. If so, provide a statement detailing such plans and space needs and their estimated funding requirements. Describe the impact of this new program on space utilization requirements.

6.4.g.   Operating Resource Requirements: Using FORM 2, provide a summary of operating resource requirements by object of expenditure.

6.4.h.   Source of Operating Resources: Indicate the source of operating resource requirements if the service levels are to reach those projected in FORM 1.   Describe any institutional plans to

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reallocate resources to the program in each year of the five (5) year period. Describe the supplementary resource needs that are beyond the usual or expected institutional allocations that are derived through the regular budget request process.

6.5. Program Evaluation

6.5.a. Evaluation Procedures: Indicate the evaluation or review guidelines, procedures, schedule, and assessment measures that will be used for this program. Criteria and standards for program evaluation will vary according to the level and purpose of the program. The evaluation should address the viability, adequacy, and necessity of the program in relation to the mission of the institution. Both qualitative and quantitative indicators are important. Among the measures may also be the value of the program to the State and its people, its roles in contributing to human development, and its social utility in contributing to the further development of West Virginia.

6.5.b. Accreditation Status: Indicate the accrediting agency for the proposed program, the schedule for initiating and receiving accreditation, and the costs of each stage of the process. Attach to the proposal the statement of standards used by the accrediting agency for such a program and how each accreditation standard will be addressed within the proposed program.

§133-11-7.   ~~Program Evaluation~~ Commission Review of New Program Proposals.

7.1. ~~Evaluation Procedures: Indicate the evaluation or review guidelines, procedures, schedule, and assessment measures that will be used for this program. Criteria and standards for program evaluation will vary according to the level and purpose of the program. The evaluation should address the viability, adequacy, and necessity of the program in relation to the mission of the institution. Both qualitative and quantitative indicators are important. Among the measures may also be the value of the program to the State and its people, its roles in contributing to human development, and its social utility in contributing to the further development of West Virginia.~~

Review of New Program Proposals: The chancellor's staff will review the proposal and contact the institution if additional information or consultation is required. Consultants may be used to assist the staff when deemed necessary. The proposal will also be shared with the chief academic officers of all West Virginia public higher education institutions for information and comment, if any.

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7.2. ~~Accreditation Status: Indicate the accrediting agency for the proposed program, the schedule for initiating and receiving accreditation, and the costs of each stage of the process. Attach to the proposal the statement of standards used by the accrediting agency for such a program.~~

Following the review of submitted documentation, Commission staff will develop a recommendation for the Commission regarding the new program proposal. Only those programs which meet state standards of quality will be recommended for approval. The Commission will make the decision as to whether or not to approve the new program.

7.3. All proposals approved by the Higher Education Policy Commission shall be reviewed via a post-approval audit three (3) years after the initial approval was received. The structure of the audit will be determined by Commission staff and will include review of such issues as enrollment, retention, adequacy, necessity, viability and consistency with mission,

7.4. Once implemented, per Higher Education Policy Commission policy, Series 10, Policy Regarding Program Review, the new program must be reviewed at least every five (5) years at the institution(s) of higher education where implemented. In the review process, the following must be addressed: the viability, adequacy, necessity, and consistency with mission of the program to the institutional master plan, the institutional compact, and the education and workforce needs of the responsibility district. Additionally, periodic studies of graduates and their employers to determine placement practices and the effectiveness of the education experience should be conducted.

7.5 Academic programs approved prior to the effective date of this policy will be reviewed for compliance to the program requirements found in Section 6.2.e. of this policy as a component of the program's first regularly scheduled post-approval audit or five-year program review, whichever is applicable.

§133-11-8. Termination of a Program.

8.1. An institution with the approval of its Board of Governors may discontinue a degree or certificate program. In seeking the Board of Governors approval the president should explain the reason for the proposed action (e.g. lack of enrollment, high cost) and indicate the institution's plan for assigning the positions and workload of faculty who are involved in the program and the impact on students who are already enrolled. The request to the Board of Governors should describe any plans that may have been made to transfer students, library holdings,

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equipment, etc. to another institution and indicate any financial savings that would accrue to the institution as a result of the termination. The institution shall also report to the chancellor any termination that is approved by the Board of Governors.

8.2.   The West Virginia Higher Education Policy Commission through the program review process also has the authority to recommend that an academic program be terminated. ~~terminate an academic degree program. For example, the Commission may conduct reviews of existing academic programs on issues such as viability, adequacy, necessity, and consistency with mission that would result in a decision for program discontinuance.~~ Per Series 10, Policy Regarding Program Review, every institution is to review all academic programs at least every five (5) years that are offered by the institution. At the conclusion of the program reviews, which examine such things as the viability, adequacy, necessity and consistency of the program with the institutional mission, the Board of Governors will report to the Chancellor, by May 31, the results of the program reviews conducted each academic year. The Higher Education Policy Commission, through its staff or other appropriate entities, shall review annually the program review actions reported by each institution. The Higher Education Policy Commission has the responsibility for review of academic programs including the use of institutional missions as a template to assess the appropriateness of existing programs and the authority to implement needed changes. The Commission may modify any institutional action consistent with its authority for review of academic programs. Accredited programs that meet productivity guidelines will not be subject to further review by the Commission.

8.3.   On a biennial basis, the Commission conducts a productivity review of academic programs that have been in operation for at least five (5) years. Unless exempted by the Commission, academic programs that fail to meet both productivity standards detailed in Series 10, Policy Regarding Program Review, shall be recommended for placement on probationary status by the institutional governing board for a four (4) year period. At the end of the probationary period, the Commission may recommend continuing approval status for programs meeting productivity standards and termination of programs that again fail to meet the standards. The recommendation of the Commission will be forwarded to the appropriate institutional governing board for final action.

§133-11-9.   Guidelines for Cooperative Doctoral Programs.

9.1.   Either of the two doctoral degree-granting institutions may initiate a proposal for a cooperative doctoral program. The president of the

initiating institution should send a proposal to the other president, with a copy to the chancellor.

9.2.   Within 45 calendar days, the president of the receiving institution should send to the president of the initiating institution a response to the proposal, with a copy to the chancellor.

9.3.   Following receipt of the response, the chancellor (or his/her designee) shall convene a meeting of the presidents or other representatives of the two graduate degree-granting institutions to review the proposal and responses. The purpose of the meeting will be to determine whether the proposal is consistent with the approved mission statements of the institution and to resolve any concerns expressed in the response. In the event of disagreement, the chancellor will attempt to resolve the differences and make a determination about the proposal, subject to the institutions' right to appeal to the Commission.

9.4.   When agreement is reached on the appropriateness of the proposal to the missions of the two institutions, and when any concerns expressed in the responses have been resolved, the chancellor, with advice from the presidents of the cooperating institutions, will appoint an ad hoc committee composed of representatives of the cooperating institutions to conduct a needs assessment. The ad hoc committee will submit to the Chancellor the results of the needs assessment, together with a recommendation concerning implementation of a cooperative doctoral program.

9.5.   Based upon a review and positive recommendation by the chancellor, the ad hoc committee will draft a formal proposal for a cooperative doctoral program,

9.6.   The lead institution will consider the proposal in accordance with its internal committee structure, and (as appropriate) the cooperating institutions also may do so. The participating institutions will then make a joint presentation of the proposal to the chancellor, who will make a recommendation to the Academic Programs Committee of the Commission. As appropriate, representatives of the participating institutions will be invited to be present.

9.7.   The Chancellor will monitor the progress of the program from the time of initiation of the proposal to ensure that satisfactory progress is made toward action on the proposal.

FIVE-YEAR PROJECTION OF PROGRAM SIZE

	First Year (20__)	Second Year (20__)	Third Year (20__)	Fourth Year (20__)	Fifth Year (20__)
Number of Students Served through Course Offerings of the Program:					
Headcount:	_____	_____	_____	_____	_____
FTE:	_____	_____	_____	_____	_____
Number of student credit hours generated by courses within the program (entire academic year):	_____	_____	_____	_____	_____
Number of Majors:					
Headcount:	_____	_____	_____	_____	_____
FTE majors:	_____	_____	_____	_____	_____
Number of student credit hours generated by majors in the program (entire academic year):	_____	_____	_____	_____	_____
Number of degrees to be granted (annual total):	_____	_____	_____	_____	_____

FIVE-YEAR PROJECTION OF TOTAL OPERATING RESOURCES REQUIREMENTS*

	First Year (20__)	Second Year (20__)	Third Year (20__)	Fourth Year (20__)	Fifth Year (20__)
A. FTE POSITIONS					
1. Administrators	_____	_____	_____	_____	_____
2. Full-time Faculty	_____	_____	_____	_____	_____
3. Adjunct Faculty	_____	_____	_____	_____	_____
4. Graduate Assistants	_____	_____	_____	_____	_____
5. Other Personnel:					
a. Clerical Workers	_____	_____	_____	_____	_____
b. Professionals	_____	_____	_____	_____	_____

Note: Include percentage of time of current personnel

	First Year (20__)	Second Year (20__)	Third Year (20__)	Fourth Year (20__)	Fifth Year (20__)
B. OPERATING COSTS (Appropriated Funds Only)					
1. Personal Services:					
a. Administrators	_____	_____	_____	_____	_____
b. Full-time Faculty	_____	_____	_____	_____	_____
c. Adjunct Faculty	_____	_____	_____	_____	_____
d. Graduate Assistants	_____	_____	_____	_____	_____
e. Non-Academic Personnel:					
Clerical Workers	_____	_____	_____	_____	_____
Professionals	_____	_____	_____	_____	_____
Total Salaries	_____	_____	_____	_____	_____

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FIVE-YEAR PROJECTION OF TOTAL OPERATING RESOURCES REQUIREMENTS*

	First Year (20__)	Second Year (20__)	Third Year (20__)	Fourth Year (20__)	Fifth Year (20__)
2. Current Expenses	_____	_____	_____	_____	_____
3. Repairs and Alterations	_____	_____	_____	_____	_____
4. Equipment: Educational Equipment	_____	_____	_____	_____	_____
Library Books	_____	_____	_____	_____	_____
5. Nonrecurring Expense (specify)	_____	_____	_____	_____	_____
Total Costs	_____	_____	_____	_____	_____

C. SOURCES

	First Year (20__)	Second Year (20__)	Third Year (20__)	Fourth Year (20__)	Fifth Year (20__)
1. General Fund Appropriations (Appropriated Funds Only) ☐ Reallocation ☐ New funds (check one)	_____	_____	_____	_____	_____
2. Federal Government (Non-appropriated Funds Only)	_____	_____	_____	_____	_____
3. Private and Other (specify)	_____	_____	_____	_____	_____
Total All Sources	_____	_____	_____	_____	_____

Note: Total costs should be equal to total sources of funding

*Explain your Method for Predicting the Numbers (use additional sheet if necessary)