

CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM# 6000 (December 9, 1982)

SUBJECT: Authorization to Plan a New Academic Program

A. REFERENCES:

1. Section 5-1a, (2) and 5-2a (2) Board of Regents Bylaws and Policies
2. E5-201 Executive Policy, Approval of New Academic Programs and Review of Provisional Academic Programs

B. PURPOSE:

This CCCM addresses that portion of Executive Policy E5-201 which concerns preparation and approval of the Authorization to Plan a new Academic Program.

The purposes of an Authorization to Plan are:

1. to provide campus and unit administrators with the opportunity to monitor, coordinate, decide upon, and provide appropriate support for academic program planning;
2. to alert system administrators of new academic programs under consideration within the University, providing them with an opportunity for coordination across campuses and for appropriate preliminary input;
3. to inform the Board of Regents of long-term academic program planning intentions and to provide opportunities for appropriate feedback.

C. DEFINITION:

Authorization to Plan is a request to plan a new academic program made at the beginning of the formal program planning process before major resources are committed to program planning. The viability of the Authorization to Plan is limited to two years.

D. AUTHORIZATION:

The complete process of approval of a new academic program includes three steps: (1) approval of an Authorization to Plan by the Vice President for Academic Affairs, (2) final approval of the Program Proposal by the Board of Regents (see CCCM #6001), and (3) final approval by the Board of Regents of the provisional program based on the results of the program review after its first cycle of operation (see CCCM #6002)

For the purposes of Board approval, a new academic program is defined as a sequence of courses or instructional activities culminating in a Board of Regents' conferred degree or certificate of achievement (requiring a separate notation on any Board-approved credential); or requiring a major commitment of general funded resources to new instructional area.

Board approval is also required for non-general funded academic programs culminating in Board-conferred credentials. It is not required for certificates of completions which are conferred by the Chancellor in accordance with Board of Regents' policy. An academic program whose sole credential is such a certificate, however, does require Board approval if it meets the definition of a new program **as given** above.

E. RESPONSIBILITIES:

1. Chancellor for Community Colleges

- a. Assists campuses in the identification of new programs, as appropriate.
- b. Reviews proposed Authorizations to Plan submitted by Provosts.
- c. Consults with Provosts on the need for programs and relationships to mission and plans of the University, Community College system and campuses.
- d. Returns proposed Authorizations to Plan to Provosts if disapproved with rationale, or recommends approvals to Vice President for Academic Affairs.

2. Provost

- a. Assures proposed Authorizations to Plan conform to spirit and intent of established policies and procedures.
- b. Assures proposed Authorizations are consistent with the campuses' educational plans and priority needs.
- c. Establishes procedures for development and review of proposed Authorizations.
- d. Transmits recommended proposed Authorizations to the Chancellor using Exhibit A format with copies to Provosts of other community colleges.

F. ATTACHMENT:

Exhibit A, Authorization to Plan an Academic Program

G. RECISION:

CCCM #6000 Program Planning and Review, dated November 15, 1978.

Dewey H. Kim
Chancellor for Community Colleges

Attachment

EXHIBIT A

AUTHORIZATION TO PLAN ACADEMIC PROGRAM

1. College _____ 2. Department/Division _____
3. Program Category: New _____ Modified _____
4. Program or Major _____
5. Degree(s) or Certificate(s) (if more than one level) _____
6. Proposed Timetable for Implementation _____
7. Program Description (Objectives and Relationship to Mission) - Additional pages may be used.
8. Program Justification (Needs and Rationale)
9. Activity to be undertaken during the planning phase.
10. Does a current or proposed budget include funds or request for funds for this "program"? If so, which budget? Give budget details, source of funds, amount, program clarification, etc.

