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## MEMORANDUM

DATE: March 31, 2020

TO: Academic Leadership Team and Faculty

FROM: Bret Danilowicz, Provost and Vice President for Academic Affairs

SUBJECT: New Academic Degree and Other Program Approval

A handwritten signature in blue ink, appearing to read 'Bret Danilowicz', is written over the 'FROM' line of the memorandum.

- (1) PURPOSE: Florida Atlantic University Regulation 3.002, New Academic Degree Program and Other Academic Program Approval, stipulates that the Florida Atlantic University (“FAU”) Board of Trustees (“BOT”) shall ensure that university policies and procedures for degree program planning and approval are consistent with the Florida Board of Governors (“BOG”) Regulation 8.011, Authorization of New Academic Degree Program and Other Curricular Offerings. The BOG Regulation states that these policies will include at a minimum:

“(A) A formal process for determining degree programs that the university will explore for implementation over the period covered by the university strategic plan and the university work plan;

(B) A formal process for review and approval of proposed programs by the appropriate curriculum, financial, and administrative entities of the university.

(C) A formal written review of doctoral program proposals by a qualified external consultant prior to consideration of the proposal by the Board of Trustees. Alternatively, institutions may utilize a cross-section of visiting experts who contribute to the proposal development process. Their contribution to the process must be documented and described in the proposal;

(D) A process for final consideration by the Board of Trustees that includes review of the proposed program by the full Board or a designated committee with regard to Board of Governors’ approval criteria and implementation costs; and

(E) Adoption of common State University System (“SUS) new degree proposal format developed by Board of Governors staff in collaboration with university academic affairs officers.

(2) PROCEDURES: NEW ACADEMIC DEGREE PROGRAM APPROVAL

- (A) The academic unit(s), in consultation with the chair(s)/director(s), the dean(s) and the Provost, may initiate development of a new degree program within the parameters of FAU's Strategic Plan, FAU's Accountability Plan, and the Strategic Plan of the Florida Board of Governors. The unit proposing the new degree must meet with the Associate Provost for Programs and Assessment early in the process so that all parties understand the full process and timeline that is required for a new degree approval.
- (B) If the unit is given permission by the Provost's office to move forward, the Associate Provost for Programs and Assessment will work with the unit to prepare the New Academic Degree Program Authorization Pre-Proposal Form to present to the Council of Academic Vice President's ("CAVP") Workgroup for recommendations. Prior to being presented to the CAVP, the unit will be required to work with the Associate Provost for Programs and Assessment to commission a study of student and labor market demands conducted by an independent third-party research group. Those recommendations will be communicated to the Provost and the Dean and may inform further actions in regard to the proposed degree.
- (C) If the degree proposal is then approved by the Provost to move forward, academic degree proposal development should be formally initiated by completion of the BOG SUS of Florida *Request to Offer a New Degree Program* form and *Worksheet Tables 1-A Projected Headcount From Potential Sources* (Baccalaureate Degree Program), or *1B* (Graduate Degree Program), and *Tables 2 Projected Costs and Funding Sources* (Budget), *3 Anticipated Reallocation of Education and General Funds* (Reallocation), and *4 Anticipated Faculty Participation* (Faculty) and a Student Learning Outcomes Assessment plan for this degree. During this initial stage, consultation with the Provost's Office is required, particularly in regard to issues of budget, enrollment and workforce demand. *These documents must be approved by the Provost's office prior to any movement through curriculum committees.*
- a. If the program duplicates another degree program at FAU or at a state university in Florida which has substantially similar curriculum, evidence must be provided that the university has investigated the potential impact on that program, has discussed opportunities for collaboration with the affected department or university, and can substantiate the need for duplication. These conversations shall be conducted through the Office of the Provost. This evidence must be submitted to the Office of the Provost for review and approval *prior* to any movement through curriculum committees.
  - b. If the proposal is for a new doctoral program, a formal written review by a qualified external consultant prior to consideration of the proposal by the BOT is required. A template for the external review will be provided by the Provost's Office.



- (D) Once the Provost's Office has approved the submitted documents, the dean or designee shall submit the completed proposal for review by the appropriate college committees as designated by college bylaws (i.e., college curriculum committee; college faculty assembly).
- (E) The dean or designee shall submit the proposal, with recommendations of the college committees, to the Provost. The Provost will request review of the proposal by the appropriate internal staff (Associate Provost for Programs and Assessment) and then by the Dean of the Graduate College if the proposal is a graduate program, or the Dean of Undergraduate Studies if the proposal is an undergraduate program.
- (F) If the proposal is not approved by the Provost at this time, it will be returned to the dean. The dean will be advised to revise and resubmit or that the proposal is not viable at this time.
- (G) If the proposal is approved by the Provost at this time, the appropriate committees of the University Faculty Senate ("UFS") (Undergraduate Programs Committee, Graduate Programs Committee, Academic Planning and Budget Committee) will review the request for a new degree program and provide a recommendation to the UFS for action. Upon completion of this review and action by the UFS, the request will be returned to the Provost.
- (H) The Provost will provide a final review and, if acceptable, endorse and transmit the request to the BOT Committee on Academic and Student Affairs ("CASA").
- (I) Approved requests will be reviewed by the CASA. A positive recommendation from this Committee will be transmitted to the BOT for authorization to implement the proposed program.
- (J) All new baccalaureate and master's level programs approved by the BOT will be transmitted by the Provost to the BOG Office of Academic and Student Affairs for review and inclusion on the SUS Academic Program Inventory.
- (K) All new doctoral program proposals approved by the BOT will be further transmitted by the Provost to the Florida BOG for approval and authorization.
- (L) Once written documentation has been received from the Florida BOG Office of Academic and Student Affairs that the academic degree program has been added to the Florida SUS Academic Program Inventory, this documentation will be transmitted by the Provost to the University Registrar, the Dean of Graduate or Undergraduate Studies, the Dean of the college(s) in which the program will reside, Institutional Effectiveness, Enrollment Management and the President of the University Faculty Senate.

### (3) PROCEDURES: OTHER ACADEMIC PROGRAM APPROVAL

- (A) Other for-college credit academic programs and curricular offerings will be reviewed and approved by the appropriate academic units as follows:

- a. Program Minors. A program minor consists of an organized curriculum offered to students who are not obtaining a Major of which the minor is a component. Program Minors require a minimum of 12 credits. They will be reviewed by the appropriate college and University Faculty Senate Committees, and approved by the University Faculty Senate and the Provost.
- b. Tracks, Concentrations, Areas of Emphasis, Honors in the Major: Tracks, concentrations, areas of emphasis, and honors in the major are any organized curriculum that is offered as part of an individual student's degree plan and which enhances or complements the degree to be awarded. The total number of credit hours required for the degree does not change, only the coursework and/or experiences (thesis or other culminating experience). These will be reviewed by the appropriate college and University Faculty Senate Committees, and approved by the University Faculty Senate and the Provost.
- c. College Credit Certificate Programs: College Credit Certificate Programs have specific educational or occupational goals and lead to a certificate, diploma or similar form of recognition. College Credit Certificates require a minimum of 12 credits. They will be reviewed by the appropriate college and University Faculty Senate Committees, and approved by the University Faculty Senate and the Provost.
- d. Off-Campus Degree Offerings: A plan to offer courses for an existing degree at an off-campus site must be approved by the Provost. Initiating an off-campus site at which a student may earn at least 25% but less than 50% of credits toward a program requires prior notification to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Initiating an off-campus site where students can earn at least 50% of the credits toward an educational program requires prior approval by SACSCOC. The SACSCOC policies for Substantive Change need to be consulted and the appropriate paperwork submitted to the Provost, who will transmit them to the Associate Provost for Programs and Assessment as the SACSCOC liaison.
- e. Dual Degree Programs: A plan to offer an existing FAU degree as a joint or dual degree with another institution must be approved by the Provost. The SACSCOC policies for Substantive Change need to be consulted and the appropriate paperwork submitted to the Provost, who will transmit them to the Associate Provost for Programs and Assessment as the SACSCOC liaison.

(B) The Florida Board of Governors Regulation 8.002, Self-Supporting and Market Tuition Rate Program and Course Offerings, defines Continuing Education as an "Auxiliary Enterprise of the university providing non-state fundable, self-supporting college credit courses or programs, non-credit professional development courses or programs designed to upgrade existing technical or professional skills, and courses



that are provided primarily for personal enrichment or as a public service to the community.”

- a. Market Tuition Rate Program and Course Offerings: Market Tuition Rate is defined by Florida Board of Governors Regulation 8.002, as a tuition rate that is competitively aligned with comparable programs offered by public and independent institutions located both in-state and out-of-state. If the market rate proposal is for a new graduate degree, or an existing graduate degree with a different curriculum tied to market rate delivery, that degree must be approved through normal faculty governance processes, including review by the Graduate Programs Committee and University Faculty Senate.

The FBOG Regulation describes program eligibility and the market rate proposal requirements. New market rate degree proposals must provide a convincing rationale for seeking market tuition rate and the proposed budget must clearly indicate that the revenue generated will be sufficient to operate the program without E & G funding. The proposal process will be initiated and managed by the appropriate college committees, the dean, the Provost, the FAU Board of Trustees and the Florida Board of Governors.

- b. Self-Supporting For Credit Degree Programs and Course Offerings: Self-supporting for credit degree programs and course offerings generally are developed as continuing education to address the needs of a special type of student (e.g. working adults). 8.002(2)(b) states that “graduate level degree programs and majors that address clearly identified post-professional workforce demand may be implemented as a unique continuing education offering which is not available as a state funded program, subject to the tuition and fees policy and data reporting requirements established in this regulation.” Additionally, as discussed in 8.002(2)(c), “degree programs and majors offered through continuing education shall not include those which lead to initial licensing or certification for occupational areas identified as a state critical workforce need by the Board of Governors unless it can be demonstrated to be the best strategy to increase the number of graduates in the state and has been approved for market tuition rate in accordance with subsection (4) of this regulation.”

These degree programs and course offerings shall be self-supporting through tuition and fees and shall not supplant existing university offerings funded by state appropriations. Tuition and fees charged for these college credit continuing education degree programs and courses must be sufficient to offset the full instructional cost of serving the student and shall not exceed the existing approved tuition and out-of-state fees for similar level courses.

The admissions and graduation criteria, and the academic standards must align with equivalent programs funded through the E & G budget entity. The unit must submit a Proposal for For-Credit Self-Supporting Program form to Continuing Education/Office of the Provost. Any program that is for college credit, self-supporting or not, must be approved through the normal faculty governance process, including review by the appropriate curriculum committee and the University Faculty Senate. These proposals will need to be approved by the appropriate college committees, the Dean, Executive Director for Online and Continuing Education, Office of the Provost, and the Board of Trustees.

- c. **Sponsored Courses and Programs:** Sponsored courses and programs at FAU may be for-college-credit or not-for-college-credit and may be offered on campus or off-site, abiding by SACSOC regulations discussed in 3A(d) above. Pursuant to FBOG Regulation 8.002, self-supporting courses and programs are where substantially all the direct costs are paid by an external sponsoring entity and where there is no direct expenditure of E&G funds for the conduct of the programs. Any course or program that is for college credit must be approved through the normal faculty governance process, including review by the appropriate curriculum and the University Faculty Senate. For sponsored college credit courses and programs, Regulation 8.002 also stipulates that no fees or other assessments are collected from students by the sponsoring entity, the University, or any other entity. The Regulation also has a provision for waivers by the University Board of Trustees. Contracts/Agreements/Memorandums of Understanding relating to Sponsored Courses and Programs need to be reviewed and approved by the sponsoring unit, the Dean, the Office of the General Counsel and the Office of the Provost.
- d. **Non-College Credit Certificate Programs and Professional Development Courses:** Non-college credit certificate programs and professional development courses are offered as continuing education and may lead to a certificate recognized as a credential for employment or Continuing Education Units (CEUs) recognized by a professional discipline. They may be measured in clock hours, continuing education units, competency exams or other means designated as appropriate by the unit. They shall be reviewed and approved by the sponsoring unit and the appropriate Dean. The Request for Review of Proposed Continuing/Professional Education Program/Course form needs to be submitted and approved by the Executive Director of the Center for Online and Continuing Education.

CC: Kevin Wagner, Chairperson, University Faculty Senate