

**MOUNTWEST COMMUNITY AND TECHNICAL
COLLEGE
BOARD OF GOVERNORS**

Policy No. A-4

PROGRAM APPROVAL

1. General:

- 1.1 Scope: This policy defines the process for obtaining approval of new academic programs and discontinuance of existing programs for Mountwest Community and Technical College.
- 1.2 Authority: Title 131: Legislative Rule; Series 25: Increased Flexibility for Freestanding Community and technical Colleges. & Series 11: Submission of Proposals For New Academic Programs and the Discontinuance of Existing Programs.
- 1.3 Passage Date: November 22, 2021
- 1.4 Effective Date: December 22, 2021

2. Definitions

- 2.1 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. 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.
- 2.2 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. Normally, a minimum of six (6) and no more than nine (9) credit hours would constitute a certificate program at the associate level.

- 2.3 Commission: Higher Education Policy Commission.
- 2.4 Council: West Virginia Council for Community and Technical College Education
- 2.3 2.5 Degree program: A degree program is an area of study approved as such by the institution and the Council and Commission and listed on the official Council and 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. A.S. - Associate of Science, A.A – Associate of Arts, A.A.S. – Associate of Applied Science.
- 2.4 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.
- 2.5 Module: A self-contained instructional component that is part of an overall course.
- 2.6 Occupational Program: 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. New occupational programs may be implemented by the community and technical colleges. Such programs do not require the approval of either institutional governing boards, West Virginia Council for Community and Technical College Education, 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. Procedures for implementing occupational programs are delineated in the policy, Increased Flexibility for Community and Technical Colleges. (See Chancellor’s Interpretative Memorandum, No. 8).
- 2.7 Options: Options are specialized curriculum choices within occupational degree areas. Development of degree options requires following procedures for implementing occupational programs
- 2.8 Transfer Academic Program: An associate degree program delivered by a community and technical college for the primary purpose of providing the first two years of a baccalaureate degree program. Transfer education programs at the community and technical colleges will require approval by the respective institutional governing board, Council and by the Commission.
- 2.9 Two-Plus-Two Program: An academic program that is designed for the first two years to be delivered by a community and technical college culminating in an associate degree and articulated into a baccalaureate program without loss of credit. Two-plus-two programs at the community and technical colleges will require approval by the respective institutional governing board, Council and by the Commission

3. OCCUPATIONAL PROGRAM APPROVAL

3.1 New occupational programs may be implemented without approval by the Council.

3.2 New occupational programs must be validated with institutional goals through completion of a "New Program Proposal Form" which will include details of workforce support, market analysis, budget projections, and articulation opportunities. New occupational program proposals and packages should be reviewed and recommended for development by the College Office Academic Affairs. Curriculum for programs approved for development should be reviewed and recommended for approval by the College Curriculum Committee, Faculty Council, and Office of Academic Affairs. Final Occupational Program proposals/packages should be reviewed and recommended for approval by the College Board of Advisors, approved by the College President, and reported to the College Board of Governors.

3.3 Before the implementation of an occupational program, the college must notify the Chancellor that such program is being implemented and the date the new program is to be placed on the official program inventory of the college.

3.4 Three (3) years after the date of implementation of the occupational program, the Council and Commission will conduct a post-audit review of the program. Post Audit Reviews will include:

- The goals and objectives of the program and the documented need the program was implemented to meet.
- A listing of the courses and the number of credit hours required for each.
- Headcount and full-time equivalency (FTE) enrollment and number of graduates for each year the program has been in existence.
- Placement rate of graduates and type of employment secured.
- The annual total expenditures to deliver the program and source of funding.
- Projection of future resource requirements and source of funding.
- Total number of full-time and part-time faculty per year to deliver the program.
- Listing of course delivery modes.
- Listing of advisory committee members and how the advisory committee has been utilized for program improvement.
- Program assessment measures that have been developed and implemented.

- After completion of the post-audit review, should there be a recommendation for discontinuance of the program, the Chancellor shall make such recommendation to the Commission for action.

4. Off Campus and Out of State Programs

4.1 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 Council and Commission.

4.2 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 60 days for associate level programs before the date of intended implementation. The Council and Commission, however, reserves the right to modify any program action which affects the mission of the institution or otherwise has statewide impact.

5. Two Plus Two Programs and Transfer Education Program Approval

5.1 Two plus-two programs and transfer education program approval will continue to follow the provisions of West Virginia Higher Education Policy Commission Series 11. Proposals to add new degree programs shall be submitted to the chancellor at least 60 days prior to the date the Council and 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 60 days for new majors to associate level programs prior to the date intended for implementation.

5.2 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.

5.3 Intent to Plan: 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 Council and 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 Council and 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. An Intent to Plan should also include the following:

- 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.
- A brief description of the program.
- A statement describing how the institution will assure high quality standards for the program and maintain a continuing assessment of quality.
- A statement listing other institutions in West Virginia that offer similar programs.
- A statement on what societal, occupational, research, or public service needs will be met, as well as anticipated student demand for the program.
- A statement on what additional resources will be needed to offer the program.

5.4 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 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.

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
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PROGRAM DESCRIPTION:

- Program Objectives: State the program objectives so that they can be related to the criteria in the evaluation plans (See Section 7).
- 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.
- Program Features: Summarize the important features of the program and include a full catalog description. This section should contain: Admissions and Performance Standards: Describe admissions and performance standards and their relationship to the program objective.
- 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, field work or similar requirements and any other information that helps to describe the program of study.
- 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.

- 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.

PROGRAM NEED AND JUSTIFICATION:

- Relationship to Institutional Goals/Objectives: Relate this program to the institution's goals and objectives and the statewide master plan.
- 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.
- 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?
- 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.
- 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.
- Program Impact: Describe the impact of this program on other programs that it will support or that will be supported by it.
- Cooperative Arrangements: Describe any cooperative arrangements (including clinical affiliations, internship opportunities, personnel exchanges, and equipment sharing) that have been explored.
- Alternatives to Program Development: Describe any alternatives to the development of this program that have been considered and why they were rejected.

PROGRAM IMPLEMENTATION AND PROJECTED RESOURCE REQUIREMENTS:

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

- **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.
- **Faculty Instructional Requirements:** Indicate the number, probable rank, experience, and cost of faculty required over the five-year period.
- **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.
- **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.
- **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.
- **Operating Resource Requirements:** Using FORM 2, provide a summary of operating resource requirements by object of expenditure.
- **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.

OFFERING EXISTING PROGRAMS AT NEW LOCATIONS:

- 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 60 days for associate level programs prior to the date of intended implementation. The Council and Commission, however, reserves the right to modify any program action which affects the mission of the institutions or otherwise has statewide impact.

- 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 Council and Commission. Any program, once approved, may continue, as long as the institution has the continuing approval of the appropriate out-of-state agency.

PROGRAM EVALUATION:

- **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.
- **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.

TERMINATION OF A PROGRAM:

- An institution with the approval of its Board of Advisors and Board of Governors may discontinue a degree or certificate program. In seeking the Board of Advisors and 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 Advisors and Board of Governors should describe any plans that may have been made to transfer students, library holdings, 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 Advisors and Board of Governors.
- The Council and Commission through the program review process also has the authority to terminate an academic degree program. For example, the Council and 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.

FIVE-YEAR PROJECTION OF PROGRAM SIZE

First Second Third Fourth Fifth
Year Year Year Year Year
(20__) (20__) (20__) (20__) (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	Second	Third	Fourth	Fifth
Year	Year	Year	Year	Year
FY(20__)	FY(20__)	FY(20__)	FY(20__)	FY(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

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

FORM 2

**FIVE-YEAR PROJECTION OF
TOTAL OPERATING RESOURCES REQUIREMENTS***

First Year FY(20__)	Second Year FY(20__)	Third Year FY(20__)	Fourth Year FY(20__)	Fifth Year FY(20__)
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2. Current Expenses _____

3. Repairs and Alterations _____

4. Equipment: _____

5. Educational Equip. _____

6. Library Books _____

7. Nonrecurring Expense _____

Total Costs: _____

C. SOURCES

1. General Fund Appropriations (Appropriated Funds Only)

Reallocation

New funds

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)

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