TAB 4
DOCKET ITEM: 4

DATE: June 26, 2014

TITLE: Resolution Concerning Delegation of Authority for Program Approval.

COMMITTEE ACTION: Approved by the Academic and Student Affairs Committee (ASAC) June 4, 2014, and recommended to the full Board.

SUMMARY OF ITEM: As of July 1, 2014, proposed bachelor’s, master’s and doctoral programs will require approval by the Board of Trustees before submission (i) to the Provosts’ Council (members include the provosts from each of the public universities, including OHSU) for a recommendation, and (ii) to the Higher Education Coordinating Commission (HECC) for final approval. Currently, such program approvals are considered and approved by the State Board of Higher Education’s Academic Strategies Committee, pursuant to a delegation of authority by the SBHE. The proposed resolution would continue this approach and would delegate this responsibility of the full Board to the ASAC. A delegation of authority is recommended due to the voluminous number of program approvals that arise, the need for relatively prompt approval, and the numerous levels of consideration and process involved in approving new degrees. The resolution would require the ASAC to report all program approvals to the full Board as information items at the next Board meeting.

SUMMARY OF COMMITTEE DISCUSSION: There was discussion by ASAC members about the “value added” by a review of new academic degrees by the full Board of Trustees. Members of the ASAC generally acknowledged that review by both the Committee and the full Board was unnecessary and agreed that Board delegation to the ASAC was appropriate. After discussion, the resolution was amended to include language that provides ASAC with direction to be guided by the template and criteria for program approval currently in place, with any changes that may be requested in the future by the HECC. This action is time sensitive because two program proposals are currently in the queue for review by ASAC at the August 5, 2014 meeting.

REQUESTED BOARD ACTION: Approve the Resolution.
ATTACHED DOCUMENTS: Resolution Concerning Delegation of Authority for Program Approval.

BACKGROUND READINGS:
1. Flowchart for Academic Program Approvals.
4. Descriptions of OUS Policies and IMD’s superseded by each of the Board of Trustees Resolutions.
5. PowerPoint slides from ASAC meeting.
RESOLUTION CONCERNING AUTHORITY FOR ACADEMIC PROGRAM APPROVAL

Approved by Academic and Student Affairs Committee
June 4, 2014

BACKGROUND

A. The Board of Trustees assumes full governing authority for PSU effective July 1, 2014. The Oregon State Board of Higher Education (OSBHE), through its delegation to the OUS Academic Strategies Committee, currently has approval for three categories of academic programs: bachelor’s, master’s and doctoral programs. Therefore, authority for such program approvals is now vested in the new Board of Trustees as of July 1, 2014. In addition, approval of the Higher Education Coordinating Commissions is necessary for significant changes to the academic program of the university and for the establishment of new degrees.

B. Curriculum and program review and approval on campus is a basic function of “shared governance” in which faculty and administration share responsibility. Each program proposal undergoes a number of review steps before the Faculty Senate seeks program approval from the provost. The provost then seeks approval from the governing body. (See Exhibit A for the current levels of review and approval by PSU entities and OUS.)

C. The Portland State administration recommends that the Board of Trustees adopt a model of program review similar to the one established by the OSBHE in which the provost, acting through the “shared governance” process, forwards programs to the new PSU governing body—the Board of Trustees. The Board of Trustees delegates authority for program approval to the Academic & Student Affairs Committee. This adopted process would ensure continuity and timeliness of the current flow of academic programs and allow the Board of Trustees to exercise appropriate overview and approval without overburdening the docket of the full Board of Trustees.

RESOLUTION

Now, therefore, be it resolved by the Board of Trustees that the review and approval of the bachelor’s, master’s and doctoral programs be delegated to the Academic & Student Affairs Committee. The Board directs the ASAC to be guided by the template and criteria currently used and adopted by the SBHE Academic Strategies Committee and by any changes or new criteria that may be adopted by the HECC. Each of the ASAC’s program proposal actions shall be forwarded to the Board of Trustees for informational purposes at the next following Board meeting.

This Resolution supersedes the following OUS policies and IMD’s:

1. OUS Policy: New Graduate Programs, External Review Policy
2. OUS Policy: New Instructional Programs, Guidelines For Review of Proposal For The Initiation of A New Instructional Program
3. OUS Policy: New Instructional Programs, Follow-Up Review of External Review
4. OUS IMD 2.015: Approval of New Academic Programs
5. OUS Policy: Academic Degree Program Planning and Implementation Program Development Review
6. OUS Policy: Categories of Instruction, Implementation of Board Policies
7. OUS Policy: Centers And Institutes In OUS

APPROVED:

________________________
Secretary to the Board Date
To accompany Resolution on Academic Program approval June 2014

Current OUS Program Approval Process
(June 2014)

Department/Faculty
(1-2 months)

School/College
Curriculum Committee
(1-2 months)

School/College Dean
(2 weeks)

University Curriculum Committee (OUA or SAS &
Faculty Senate Budget Committee
(1-2 months)

Faculty Senate
(1 month)

Provost
(2 weeks)

Provost Council
(1.5 months)

OUS Act
(1 month)

Note: Graduate programs – add an additional 3 months to the process for external review. Programs need to receive preliminary approval from OUS Provost’s Council before review is conducted.

Proposed Program Approval Process

Department/Faculty
(1-2 months)

School/College
Curriculum Committee
(1-2 months)

School/College Dean
(2 weeks)

University Curriculum Committee (UG or GR) &
Faculty Senate Budget Committee
(1-3 months)

Faculty Senate
(1 month)

Provost
(2 weeks)

PSU A&S BOT
(1-3 months)

Provost Council
(1.5 months)

HECC
(7 months)

Note: Graduate programs – add an additional 2 months to the process for external review
Proposal for a New Academic Program

College/School:
Department/Program:
Proposed title of New Program:

1. Program Description
   a. Proposed Classification of Instructional Programs (CIP) number (contact the Office of Institutional Research and Planning for this number).
   b. Brief overview (1-2 paragraphs) of the proposed program, including its disciplinary foundations and connections; program objectives; programmatic focus; degree and concentrations offered.
   c. Course of study – proposed curriculum, including course numbers, titles, and credit hours.
   d. Manner in which the program will be delivered, including program location (if offered outside of the main campus), course scheduling, and the use of technology (for both on-campus and off-campus delivery).
   e. Ways in which the program will seek to assure quality, access, and diversity.
   f. Anticipated fall term headcount and FTE enrollment over each of the next five years.
   g. Expected degrees produced over the next five years.
   h. Characteristics of students to be served (resident/nonresident/international; traditional/nontraditional; full-time/part-time; etc.)
   i. Adequacy and quality of faculty delivering the program.
   j. Faculty resources – full-time, part-time, adjunct.
   k. Other staff.
   l. Facilities, library, and other resources.
   m. Anticipated start date.

2. Relationship to Mission and Goals
   a. Manner in which the proposed program supports PSU’s mission and goals for access; student learning; research, and/or scholarly work; and service.
   b. Connection of the proposed program to PSU’s strategic priorities and signature areas of focus.
   c. Manner in which the program meets broad statewide needs and enhances the state’s capacity to respond effectively to social, economic, and environmental challenges and opportunities.
3. Accreditation
   a. Accrediting body or professional society that has established standards in the area in which the program lies, if applicable.
   b. Ability of the program to meet professional accreditation standards. If the program does not or cannot meet those standards, the proposal should identify the area(s) in which it is deficient and indicate steps needed to qualify the program for accreditation and date by which it would be expected to be fully accredited.
   c. If the proposed program is a graduate program in which the institution offers an undergraduate program, proposal should identify whether or not the undergraduate program is accredited and, if not, what would be required to qualify it for accreditation.
   d. If accreditation is a goal, the proposal should identify the steps being taken to achieve accreditation. If the program is not seeking accreditation, the proposal should indicate why it is not.

4. Need
   a. Evidence of market demand (market analysis).
   b. If the program's location is shared with similar programs (other OUS universities or private institutions), proposal should provide externally validated evidence of need (e.g., surveys, focus groups, documented requests, occupational/employment statistics and forecasts).
   c. Manner in which the program would serve the need for improved educational attainment in the region and state.

5. Outcomes, Quality Assessment and Student Experience
   a. Expected learning outcomes of the program.
   b. Methods by which the learning outcomes will be assessed and used to improve curriculum and instruction.
   c. Program performance indicators, including prospects for success of program graduates (employment or graduate school) and consideration of licensure, if appropriate.
   d. Nature and level of research and/or scholarly work expected of program faculty; indicators of success in those areas.
   e. Methods by which the student experience will be assessed and used to improve curriculum and instruction.

6. Program Integration and Collaboration
   a. Potential internal or external partners. Proposal should identify possible collaboration.
   b. Ways in which the program complements similar programs in other Oregon institutions and other related programs at PSU. Proposal should identify the potential for collaboration.
7. Financial Sustainability
   a. RCAT plan for the program that anticipates and provides for its long-term financial viability, addressing anticipated sources of funds, the ability to recruit and retain faculty, and plans for assuring adequate library support over the long term.
   b. Plans for development and maintenance of unique resources (buildings, laboratories, technology) necessary to offer a quality program in this field.
   c. Targeted student/faculty ratio (student FTE divided by faculty FTE).
   d. Resources to be devoted to student recruitment.

8. External Review (if the proposed program is a graduate level program, follow the guidelines provided in External Review of new Graduate Level Academic Programs in addition to completing all of the above information).
New Program Proposal Sequence of Action and Approval Page:

Request prepared by: ____________________________
(Print Name)

(Signature) ___________________________________ Date ________

Department/Division Chair/Director: ____________________________
(Print Name)

(Signature) ___________________________________ Date ________

Department/Division Curriculum Committee: ____________________________
(Print Name)

(Signature) ___________________________________ Date ________

College/School Curriculum Committee: ____________________________
(Print Name)

(Signature) ___________________________________ Date ________

College/School Dean: ____________________________
(Print Name)

(Signature) ___________________________________ Date ________

Undergraduate Curriculum Committee or Grad Council: ____________________________
(Print Name)

(Signature) ___________________________________ Date ________

University Budget Committee: ____________________________
(Print Name)

(Signature) ___________________________________ Date ________

Faculty Senate Presiding Officer: ____________________________
(Print Name)

(Signature) ___________________________________ Date ________

Provost: ____________________________
(Print Name)

(Signature) ___________________________________ Date ________
Process Map

New academic program proposals are submitted through the following tracks:

New PhD, EdD, MA, MS, MBA, MAT, MST, MEng, MFA, PSM
Form required: PSU Proposal for a New Academic Program
PSU Track: Dept Curr Cmte¹ → School/College Curr Cmte² → Dean → Grad Council → Faculty Senate → Provost
BOT/HECC Track: External Review → Board of Trustees (ASC)³ → Provosts’ Council → HECC Board

New Grad Certificate
Form required: PSU Proposal for a New Certificate Program
PSU Track: Dept Curr Cmte1 → School/College Curr Cmte2 → Dean → Grad Council → Faculty Senate → Provost

New Grad Option (within an established major)
Form required: PSU Change to an Existing Program
PSU Track: Dept Curr Cmte1 → School/College Curr Cmte2 → Dean → Grad Council → Faculty Senate → Provost

New BA, BS, BEng, BFA,
Form required: PSU Proposal for a New Academic Program
PSU Track: Dept Curr Cmte1 → School/College Curr Cmte2 → Dean → UCC → Faculty Senate → Provost
BOT/HECC Track: Board of Trustees (ASC) 3 → Provosts’ Council → HECC Board

New UG Certificate
Form required: PSU Proposal for a New Certificate Program
PSU Track: Dept Curr Cmte1 → School/College Curr Cmte2 → Dean → UCC → Faculty Senate → Provost

New UG Option (within an established major)
Form required: PSU Change to an Existing Program
PSU Track: Dept Curr Cmte1 → School/College Curr Cmte2 → Dean → UCC → Faculty Senate → Provost

New Minor
Form required: PSU Proposal for a New Academic Program
PSU Track: Dept Curr Cmte1 → School/College Curr Cmte2 → Dean → UCC → Faculty Senate → Provost

New Honors Track
Form required: PSU Proposal for Addition or Revision of Optional Departmental Honors Track
PSU Track: Dept Curr Cmte1 → School/College Curr Cmte2 → Dean → Honors Council → UCC → Faculty Senate → Provost

Notes:
¹Not all departments have curriculum committees; this step may be replaced by approval of department/divisional chair.
²Not all schools/colleges have a centralized curriculum committee; this step may be replaced by approval of responsible dean.
³The Board of Trustee’s Academic Strategies Committee (ASC) is responsible for approving new academic degree programs.
PSU Program Approvals and Eliminations – 2009-2014
Reference for 6/4/14 Academic & Student Affairs Committee Meeting-- Item 9

May 2014
1. **UG Certificate in Entrepreneurship** – Provosts’ Council approved May 2014 (no ASC approval required).
2. **Minor in Elementary Education Science** – PSU Faculty Senate approved May 2014 (no OUS approval necessary).
3. April, 2014
5. **Grad Certificate in Social Innovation and Social Entrepreneurship** – Provosts’ Council approved April 2014 (no ASC approval required).
6. March, 2014
7. **Grad Certificate in Analog and Microwave Circuit Design** – Elimination. PSU Faculty Senate approved elimination of the program March 2014 (no OUS approval required).
8. **Grad Certificate in Communication Systems** – Elimination. PSU Faculty Senate approved elimination of the program March 2014 (no OUS approval required).
9. **Grad Certificate in Computer Architecture and Design** – Elimination. PSU Faculty Senate approved elimination of the program March 2014 (no OUS approval required).
10. **Grad Certificate in Design Automation** – Elimination. PSU Faculty Senate approved elimination of the program March 2014 (no OUS approval required).
11. **Grad Certificate in Digital Design** – Elimination. PSU Faculty Senate approved elimination of the program March 2014 (no OUS approval required).
12. **Grad Certificate in Energy Systems** – Elimination. PSU Faculty Senate approved elimination of the program March 2014 (no OUS approval required).
13. **Grad Certificate in Image Processing** – Elimination. PSU Faculty Senate approved elimination of the program March 2014 (no OUS approval required).
15. **Grad Certificate in Lasers Opto-Electronics** – Elimination. PSU Faculty Senate approved elimination of the program March 2014 (no OUS approval required).

November, 2013
1. **PhD in Community Health** – ASC approved November 2013.
2. **PhD in Health Systems and Policy** – ASC approved November 2013.

June, 2013
1. **Master of Science in Global Supply Chain Management** – ASC approved June 2013.
May, 2013
2. **UG Certificate in Athletic and Outdoor Industry** – Provosts’ Council approved May 2013 (no ASC approval required).

March, 2013
1. **UG Certificate in Asian Studies** – Provosts’ Council approved March 2013 (no ASC approval required).
2. **Master of Engineering in Electrical and Computer Engineering** – Elimination. PSU Faculty Senate approved elimination of the program March 2013 (no OUS approval required).

January, 2013
1. **BA in Art: Art History** – Elimination. PSU Faculty Senate approved elimination of the program January 2013 (no OUS approval required).
   *Students transferred into BA in Art History.

May, 2012
1. **Master of Real Estate Development** – ASC approved May 2012.

March, 2012
2. **Advertising Management Minor for Communication Majors** – PSU Faculty Senate approved March 2012 (no OUS approval required).
3. **Minor in Persian** – PSU Faculty Senate approved March 2012 (no OUS approval required).

April, 2011
1. **Minor in Medieval Studies** – PSU Faculty Senate approved April 2011 (no OUS approval required).

June, 2010
2. **Minor in Religious Studies** – PSU Faculty Senate approved June 2010 (no OUS approval required).

May, 2010
3. **Grad Cert in Service-Learning and Community-Based Learning in Post-secondary Education** – Provosts’ Council approved May 2010 (no ASC approval required).
PSU Program Approvals and Eliminations – 2009-2014
Reference for 6/4/14 Academic & Student Affairs Committee Meeting– Item 9

March, 2010

November, 2009
2. BA/BS in Earth Science – ASC approved November 2009.

September, 2009

May, 2009

January, 2009
2. MFA in Creative Writing – Board approved January 2009.
3. Minor in Special Education – Faculty Senate approved January 2009 (no ASC approval required)
DESCRIPTIONS OF OUS POLICIES AND IMD’S
SUPERSEDED BY EACH OF THE BOARD OF TRUSTEES RESOLUTIONS
ACADEMIC & STUDENT AFFAIRS COMMITTEE DOCKET --JUNE 4, 2014

Resolution: Authority for Academic Program Approval

1. **OUS Policy: NEW INSTRUCTIONAL PROGRAMS, GUIDELINES FOR REVIEW OF**

This OUS policy details the format and approval process used for the approval of new programs.

The proposed PSU resolution for the authority for academic program approval proposes this responsibility be delegated to the Academic and Student Affairs Committee.

2. **OUS Policy: NEW GRADUATE PROGRAMS, EXTERNAL REVIEW POLICY FOR**

This OUS policy requires that any new graduate program request be accompanied by an external review report. The report is done by experts in the field and provides the provost, dean, and unit proposing the new program an assessment of the program.

External reviews for graduate programs are already codified as part of PSU’s standard faculty approval process for graduate programs, and therefore, it is not necessary to have this mandated by PSU board policy.

3. **OUS Policy: NEW INSTRUCTIONAL PROGRAMS, FOLLOW-UP REVIEW OF EXTERNAL REVIEW**

This OUS policy is merely a reaffirmation of the policy listed above (OUS Policy: NEW GRADUATE PROGRAMS, EXTERNAL REVIEW POLICY FOR).

External reviews for graduate programs are already codified as part of PSU’s standard faculty approval process for graduate programs, and therefore, it is not necessary to have this mandated by PSU board policy.

4. **OUS IMD 2.015 Approval of New Academic Programs**

This OUS IMD (Internal Management Directive) allows the OUS Chancellor and the SBHE the authority to approve new academic degree programs.

This authority will now be the responsibility of the HECC.

5. **OUS Policy ACADEMIC DEGREE PROGRAM PLANNING AND IMPLEMENTATION PROGRAM DEVELOPMENT REVIEW**

This OUS policy allowed the SBHE to create regular opportunities for the Board, the Board’s staff, and the leadership of the campuses to discuss collectively program development planning
on the respective campuses. The process enables the Board of Higher Education to exercise its policy role by balancing System and campus considerations, mindful of the efficient use of resources.

This authority will now be the responsibility of the HECC if it chooses.

6. **OUS Policy CATEGORIES OF INSTRUCTION, IMPLEMENTATION OF BOARD POLICIES**

This OUS policy identifies the four categories of instructional programs have been allocated to System institutions:

- Liberal arts programs leading to the baccalaureate, master's, and doctoral degrees.
- Professional programs leading to the associate, baccalaureate, master's, and doctoral degrees.
- Pre-professional and lower division transfer programs, a designation given to those instructional programs that are preparatory to upper division or professional school enrollment in institutions not having a degree program in those fields.
- Technical education programs leading to specialty certificates and associate (two-year) and baccalaureate (four-year) degrees.

The proposed PSU resolution would give the PSU Board (delegated to the Academic and Student Affairs Committee) the authority for academic program approval.

7. **CENTERS AND INSTITUTES IN OUS**

This OUS policy gives institutions the authority to establish centers and institutes that do not grant degrees, consistent with their role and mission.

PSU has an internal process for the establishment of centers. These would not come to Board for approval.
PSU Board of Trustees
Academic and Student Affairs – June 4, 2014

RESOLUTION AUTHORITY
FOR ACADEMIC PROGRAM
APPROVAL
Why an A&SA Discussion/Action Item?

- At present, new academic programs are approved by the SBHE
- Responsibilities will transfer to PSU BOT and the HECC
- Recommended action item for committee at June meeting and for full board in June to approve PSU BOT process

Program types

✓ Degree programs: Bachelor’s, Master’s and Doctoral

- Minors
- Certificate programs
- Concentrations/emphasis areas
Proposed Program Approval Process
(To accompany Resolution on Academic Program approval June 2014)

1. Department/Dean
   1 month

2. School/College Curriculum Committee
   1-3 months

3. Faculty Senate
   2 months

4. Provost
   2 weeks

5. PSU ASSS BOT
   0-3 months

6. Provost Council
   0.5 months

7. MECC
   1 month

Note: Graduate programs—add an additional 2 months to the process for external reviewer

Current OUS Program Approval Process
(June 2014)

1. Department/Dean
   0-1 months

2. School/College Curriculum Committee
   0-2 months

3. John/Colleges Dean
   0-2 weeks

4. University Curriculum Committee (JoJo or JLJ) & faculty senate budget committee
   0-2 weeks

5. Faculty Senate
   1 month

6. Provost
   7 weeks

7. Provost Council
   1-2 months

8. OUS ACC
   0 months

Note: Graduate programs—add an additional 3 months to the process for external reviewer. Programs need to receive preliminary approval from OUS Provost's Council before review is conducted.
1. Program Description
- Brief overview of the proposed program
- Course of study – proposed curriculum, including course numbers, titles, and credit hours.
- Manner in which the program will be delivered
- Ways in which the program will assure quality, access, and diversity.
- Anticipated enrollment over each of the next five years.
- Expected degrees produced over the next five years.
- Characteristics of students to be served
- Adequacy and quality of faculty delivering the program.
- Faculty resources – full-time, part-time, adjunct.
- Other staff.
- Facilities, library, and other resources.
- Anticipated start date.

2. Relationship to Mission and Goals
- Manner in which the proposed program supports PSU’s mission and goals for access; student learning; research, and/or scholarly work; and service.
- Connection of the proposed program to PSU’s strategic priorities and signature areas of focus.
- Manner in which the program meets broad statewide needs and enhances the state’s capacity to respond effectively to social, economic, and environmental challenges and opportunities.
3. Accreditation

- Accrediting body or professional society that has established standards in the area in which the program lies, if applicable.
- Ability of the program to meet professional accreditation standards.

4. Need

- Evidence of market demand (market analysis).
- If the program’s location is shared with similar programs (other OUS universities or private institutions), proposal should provide externally validated evidence of need.
- Manner in which the program would serve the need for improved educational attainment in the region and state.
5. Outcomes, Quality Assessment and Student Experience

- Expected learning outcomes of the program.
- Methods by which the learning outcomes will be assessed and used to improve curriculum and instruction.
- Program performance indicators, including prospects for success of program graduates (employment or graduate school) and consideration of licensure, if appropriate.
- Nature and level of research and/or scholarly work expected of program faculty; indicators of success in those areas.
- Methods by which the student experience will be assessed and used to improve curriculum and instruction.

6. Program Integration and Collaboration

- Potential internal or external partners. Proposal should identify possible collaboration.
- Ways in which the program complements similar programs in other Oregon institutions and other related programs at PSU. Proposal should identify the potential for collaboration.
7. Financial Sustainability

- RCAT (Revenue Cost Attribution tool) plan for the program that anticipates and provides for its long-term financial viability, addressing anticipated sources of funds, the ability to recruit and retain faculty, and plans for assuring adequate library support over the long term.
- Plans for development and maintenance of unique resources (buildings, laboratories, technology) necessary to offer a quality program in this field.
- Targeted student/faculty ratio (student FTE divided by faculty FTE).
- Resources to be devoted to student recruitment.

8. External Review

- Required for graduate programs
- Guidelines