UIC
2008 Bringing Administrators Together Conference

Developing New Academic Programs

March 6, 2008; 2:15-3:30 p.m.

Workshop Presenters

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Please…

- Turn off cell phones.

- Avoid side conversations.

- Feel free to ask questions during the presentation. We will also have a time for questions after the presentation.

- Sign the attendance roster.

- Complete the evaluation at the end of the workshop.

Workshop Topics

- New Programs vs. Expansion of Existing Programs
- Program Approval Process
- Program Budgets
- Face-to-face, Blended and Online Programs
- Credit Certificates--Illinois Board of Higher Education (IBHE) Certificates and Campus Certificates, and Non-credit Certificates
- The UIC School of Continuing Studies (UIC-SCS) and Global Campus (GC) Programs
- Administrative and Other Considerations in Launching New Programs

New vs. Existing Programs

- Key Questions in determining whether a program is new vs. existing:
    - Is it on the IBHE inventory?
    - Is it a reconfiguration/reorganization?

Approval Process Considerations

- Existing Programs
  - Use Levels of Governance to determine how to process changes
- New Degree Programs
  - The timeline for the new program approval process can be six months to more than a year
  - Template for New Program Approval
    - Assess Demand
    - Address mission and link to mission of UIC and the State
    - Describe the Program
    - Justify the Program
    - Information becomes source for the catalog statement after approval

Approval Process Considerations (cnt'd)

- New Degree Programs (cnt'd)
  - Budget
    - New table clearly identifies resources and expenditures
    - Narrative describes expenditures and sources for budget
    - IBHE wants to know that program is supported by the institution and can be delivered with existing resources
    - Need to consider the type of program – Face-to-face, Blended or Online; self-sustaining or not; etc. Different types of programs have varying revenue and cost considerations
    - Units should work with Budgeting and Program Analysis to devise the budget
  - Other Key Questions for New Programs
    - Does a course subject (rubric) exist to offer courses in the new program?
    - Do new courses need to be created for the new program?

Approval Process Steps

- Library Resource Review (Library)
- Budget review (Budgeting and Program Analysis)
- Graduate College Executive Committee (if necessary)
- Senate Committee on Educational Policy (SCEP)
- Senate
- University Senates Conference (USC)
- Board of Trustees (note: a new tuition rate associated with a new program must also be approved by the Board of Trustees)
- IBHE (New PhD programs go to consultants, which will take longer)

(Note: See appendix or handout for flow chart)

Certificates

- Credit Certificates
  - Independent and self-contained
  - Appear as awarded on the transcript
  - Students receive paper certificates
  - Often, credit may be applied toward degree programs
- Non-Credit Certificates
  - Usually approved by College
  - Not transcripted
  - Students receive paper certificates

Credit Certificates

- IBHE Certificates
  - Approved by the IBHE
  - Students are degree-seeking in Banner
  - Require more credit hours than a campus certificate (e.g., post-baccalaureate is 18 or more hours)

- Campus Certificates
  - Approved by the campus (not BOT or IBHE)
  - Students are non-degree in Banner
  - Require fewer credit hours than IBHE certificate (e.g., post-baccalaureate is at least 9 and fewer than 18 hours)

UIC-SCS and Global Campus Considerations

- UIC-SCS program development protocol (see appendix) guides the introduction, approval and implementation of continuing studies programs.
- UIC-Global Campus program (proposal) review (see appendix) coordinated by UIC-SCS. This occurs prior to the formal program approval process.
- As part of this review, the Campus and College work with Global Campus to prepare the Program Proposal and the Development and Support Agreement (DSA) documents.
- Materials from the Program Proposal and the DSA feed into the formal program approval template
- Global Campus Term Sheets (see appendix) feed into the program approval budget information

Administrative/Other Considerations

- Making the new program operational
  - Program code setup in Codebook
  - Establish program code and courses in Banner
- Application/Admission Process
- Transfer Credit and DARwin (undergraduate only)
- Financial Aid Programs and Availability
- Global Campus Academic Calendar
- Advising and Registration
- Tuition and Fee Assessment
- Grade Processing, Academic Standing, Degree Processing and Transcripts
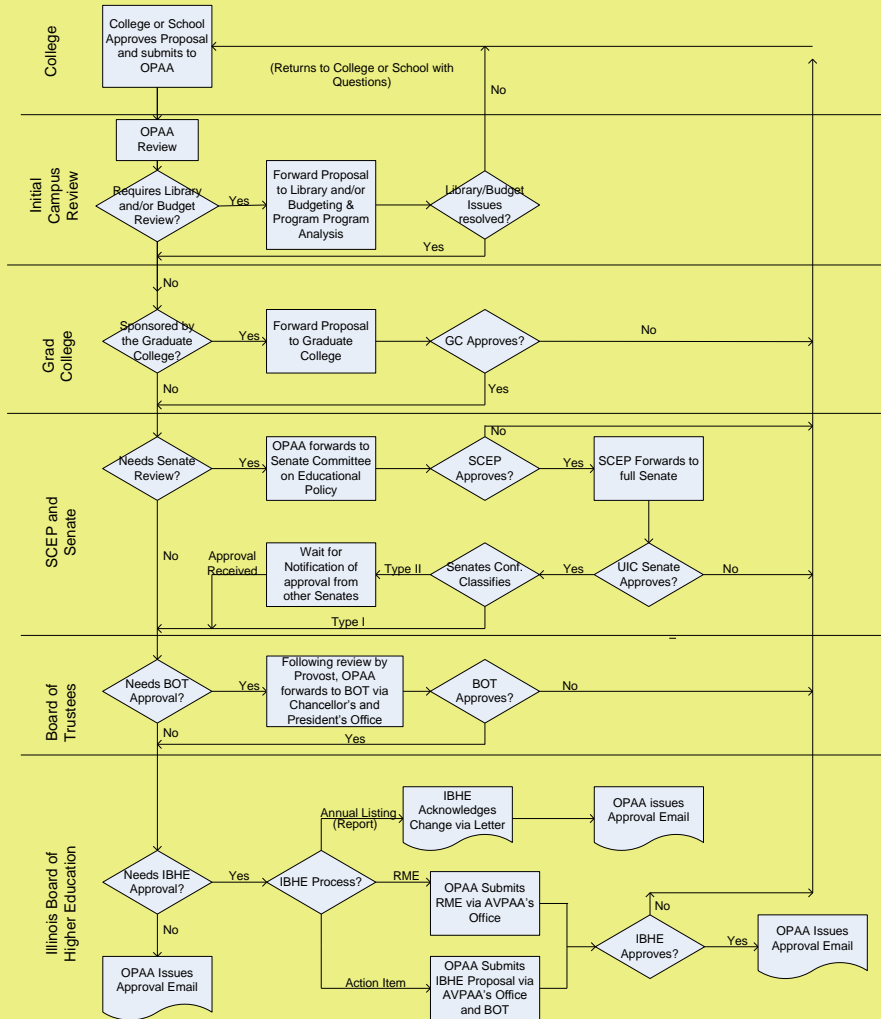- Library Services

Workshop Summary

- Need to evaluate the type of program to develop in order to determine approval process and budget considerations

- Allow adequate time for the program development and approval process

- Understand the unique requirements for Certificate, Continuing Studies and Global Campus programs

Questions / Concerns?

Appendix

UIC Program Approval Process

Office of Programs and Academic Assessment (OPAA)

College

- College or School Approves Proposal and submits to OPAA
- (Returns to College or School with Questions)
- No

Initial Campus Review

- OPAA Review
- Requires Library and/or Budget Review? — Yes → Forward Proposal to Library and/or Budgeting & Program Program Analysis — Yes → Library/Budget Issues resolved?
- No

Grad College

- Sponsored by the Graduate College? — Yes → Forward Proposal to Graduate College → GC Approves? — No
- No
- Yes

SCEP and Senate

- Needs Senate Review? — Yes → OPAA forwards to Senate Committee on Educational Policy → SCEP Approves? — No / Yes → SCEP Forwards to full Senate
- No
- Approval Received → Wait for Notification of approval from other Senates — Type II → Senates Conf. Classifies — Yes → UIC Senate Approves? — No
- Type I

Board of Trustees

- Needs BOT Approval? — Yes → Following review by Provost, OPAA forwards to BOT via Chancellor's and President's Office → BOT Approves? — No
- No
- Yes

Illinois Board of Higher Education

- Needs IBHE Approval? — Yes → IBHE Process?
  - Annual Listing (Report) → IBHE Acknowledges Change via Letter → OPAA issues Approval Email
  - RME → OPAA Submits RME via AVPAA's Office → IBHE Approves? — No / Yes → OPAA Issues Approval Email
  - Action Item → OPAA Submits IBHE Proposal via AVPAA's Office and BOT
- No → OPAA Issues Approval Email

Please note that not all proposals require all levels of approval indicated on this chart, and some items are routed as information and not action. The level of approval depends on the nature of the proposal and is determined by Campus, BOT, and IBHE Policies. OPAA manages the entire process after submission from the college. See "Levels of Governance for Program Curriculum and Unit Proposals" for information regarding levels of approval required for various curricular items.
Revised: March, 2008

Resources for Academic Program Processing

- The Office of Programs and Academic Assessment website provides information about the approval process for new and revised degrees, certificates, and courses:

http://www.dria.uic.edu/oaa/

- The *Levels of Governance* is used to determine required approvals for different types of programmatic actions:

http://www.dria.uic.edu/oaa/content/files/LevelsGovernance.xls

- A list of *Programmatic Review Dates, by Committee* is available at:

http://www.dria.uic.edu/oaa/ImportantDates.asp?sectionID=205&contentID=51

Resources for Academic Program Processing,
continued

- The *Illinois Board of Higher Education (IBHE) Degree Program Inventory* includes approved academic programs offered in Illinois: http://www.ibhe.org/ProgInv/default.asp

- Forms for processing academic program requests are available at: http://www.dria.uic.edu/oaa/Forms.asp

- The *guidelines for establishing new certificate programs* are at http://www.dria.uic.edu/oaa/content/files/GuidelinesCertificatePrograms.doc

UIC-SCS Program Development Protocol

Protocol phases

| Idea generation | → | Concept development | → | Proposal development • Academic • Business | → | Proposal review • Academic • Business | → | Program delivery | → | Program assessment • Academic • Business |

SCS

• Scan market for opportunities • Conduct market research • Estimate demand • Help assess program positioning and value	• Conduct market research, market analysis and pretest concept • Review and recommend changes to draft proposal, budget, and timeline	• Provide proposal templates for budget, contracts, assessment, etc. • Provide UIC/BOT/IBHE documentation templates • Assist in developing the proposal	• Review the proposal with the SCS Advisory Committee • Monitor the review process and timeline • Provide support to facilitate the review process	• Advertise and market the program • Assist with administrative services such as HR, financial, contract, and legal services • Assist with student services: recruitment, selection admission, advising, placement	• Assessment data collection • Assessment reports • Assess program positioning and value

Colleges and Other Units

• Scan market for opportunities • Assess internal capability • Assess barriers and facilitators • Assess program positioning and value to unit	• Develop draft proposal with budget and timeline	• Develop final proposal with academic and business plans	• Have the proposal reviewed by department, college, and senate committees as appropriate • Submit to BOT/IBHE approval as appropriate	• Design, develop, and deliver program • Monitor program quality	• Assess program content, delivery, and quality

UIC-GC Program Review

- Academic review
    - Ensure academic integrity of the program
    - Graduate College & Senate committees, IBHE, Vice Provost for Planning and Programs office
- Accreditation review
    - Ensure conformity with accreditation requirements
    - Vice Provost for Planning and Programs
- Financial review
    - Ensure financial viability of the program
    - Vice Provost for Resource Planning and Management
- Library review
    - Goal: Ensure adequacy of library facilities and budgeting for required resources
    - University Librarian
- Admissions and records review
    - Goal: Ensure viability of admission and graduation requirements
    - Vice Provost for Academic and Enrollment Services
- Faculty Affairs
    - Goal: Ensure viability of faculty contracts
    - Vice Provost for Faculty Affairs
- IT
    - Goal: Ensure adequacy of IT infrastructure and budgeting for required resources
    - Vice Provost for IT
- Overall
    - Goal: Ensure overall viability of the program
    - Vice Provost for Graduate and Continuing Studies

Global Campus / <<College and Department>> Term Sheet

Program Type and Name:
<<MS, Certificate, etc.>>, <<Program>> (<<?>> credit hours)

Partnering Academic Unit (PAU):
<College and Department>

Program Development Costs: The development of an academic program is a one-time cost that includes expenses for designing the program, preparing instructor teaching guides and student advising materials, developing course content, creating the online courses, facilitating program approval and managing the whole process.

Program Development Costs	Amount
<<PAU>> Program Development Fee	$?
<<PAU>> Course Development Fee ($2.5K/credit hour, ? credit hours)	$?
GC Program Manager (salary expenses)	$?
GC Course Development Cost ($2.5K/credit hour, ? credit hours)	$?
GC Enhanced Multi-Media Cost ($?K/credit hour, ? credit hours)	$
Total Development Costs	$?

Global Campus/<<College and Department>> Term Sheet (cnt'd)

Program Operating Costs: Ongoing costs, such as marketing and instructor teaching stipends, are incurred in operating an academic program. Operating costs can be categorized as fixed annual costs, which are independent of enrollment, and variable costs, which scale with course enrollments.

Fixed Annual Program Operating Costs	Amount
<<PAU>> Oversight Fee	$?
Course Maintenance Pool (20% course development costs/year)	$?
Program Specific Library Services	n/a
Program Specific Technical Services	n/a
Program Specific Marketing Costs ($?/student, ? new students/year)	$?
GC Program Manager (salary expenses)	$?
Total Annual Fixed Cost	$?
Variable Costs	
Global Campus Overhead Rate (FY 2008 – FY 2010)	$?/credit hour
Variable Program Operating Cost Rate (VOCR)	$?/credit hour
Total Variable costs	$?/credit hour

Gross Profit Margin: The profit margin, as a percentage of net tuition revenue, depends on the tuition level, collection expenses and anticipated future tuition increases.

Initial Tuition	Guaranteed Gross Profit Margin	Guaranteed Net[*] Profit Distribution to <<COLLEGE>> and <<CAMPUS>> (70%)
$?/Credit Hour - Res	?%	?%
$?/Credit Hour–Non Res	?%	?%

[*]Net of one-time development costs and fixed annual operating costs