

**PROCEDURES FOR THE EVALUATION AND REVIEW
OF NEW PROGRAMS OF INSTRUCTION**

The procedures for the evaluation and review of new programs of instruction are divided into three sections and vary by award level: two-year (attachment 1), baccalaureate (attachment 2), and graduate (attachment 3). Institutions should follow these procedures in developing and submitting new program proposals for review and Commission action.

Legally, the Commission has ten months to reach a decision on a new program proposal once it has been formally submitted. While it is the staff's intent to adhere to the timelines in these attachments, mitigating circumstances beyond the staff's control may make it impossible to adhere to the timelines in every case. Should additional time be required, a program may not be implemented by default unless the ten-month period expires before Commission action.

Some steps on the time lines are accomplished by persons other than Commission staff – ADPE, chief academic officers, graduate deans. If these persons delay completion of their steps in the process, the preparation of the staff recommendation on the short time line also may be delayed.

Attachment 1: Two-Year Program Review Procedures

- a. Review Procedures for Two-Year Programs
- b. Review Procedures for Programs Designed to Meet the Needs of Business & Industry
- c. Provision for Possible Reconsideration of Programs Disapproved by ACHE

Attachment 2: Baccalaureate Program Review Procedures

Attachment 3: Graduate Program Review Procedures

Adopted – 8/20/99

Attachment 1

**PROCEDURES FOR THE EVALUATION AND REVIEW
OF NEW TWO-YEAR COLLEGE PROGRAMS OF INSTRUCTION**

	PROCEDURE	TIME LINE
1.	Institution submits Intent to Submit a Program Application (ISPA) to the Department of Postsecondary Education (DPE).	Determined by DPE
2.	DPE acknowledges receipt of ISPA and advises the college as to the adequacy of the information.	Within 14 days from receipt of ISPA
3.	DPE sends eligible ISPA to ACHE.	Determined by DPE
4.	DPE staff and ACHE staff conduct joint preliminary review of ISPA.	Determined by DPE
5.	DPE advises the college that the program is or is not eligible for further consideration.	Within 30 days from receipt of ISPA
6.	If it is determined that the program is eligible for further consideration, the college may submit a program application (proposal) to DPE.	Determined by DPE
7.	DPE conducts independent preliminary review of the program application and determines that the program is denied, that additional information is required, or that the program is eligible for further consideration.	Determined by DPE
8.	DPE sends the eligible program application (proposal) to ACHE for review of need and duplication factors.	Determined by DPE
9.	DPE and ACHE staff conduct a joint preliminary review of the proposal. Should additional information or program modifications be deemed necessary, DPE will provide such for consideration.	Determined by DPE
10.	Following the joint preliminary review, DPE will formally request ACHE approval of the program.	Determined by DPE
11.	Completion of ACHE staff recommendation and ACHE action on the program. Staff recommendations will encompass expected program outcomes that will be assessed in subsequent program review. ACHE approval of a program requires agreement by the DPE and the State Board of Education to discontinue the program if expected outcomes are not reached within the established time frame.	Within 90 days after receipt of formal request

Adopted – 8/20/99

**PROCEDURES FOR THE EVALUATION AND REVIEW
OF NEW TWO-YEAR COLLEGE PROGRAMS OF INSTRUCTION
DESIGNED TO MEET THE NEEDS OF BUSINESS AND INDUSTRY**

For such programs, the ISPA phase is skipped, and the following procedures will be used:

	PROCEDURE	TIME LINE
1.	College submits program application (proposal) to DPE, providing evidence of the immediate need of a specific business or industry that can be met only through the development and implementation of the proposed instructional program. DPE acknowledges receipt.	Determined by DPE
2.	DPE conducts an immediate review of the application and determines that the program is denied, that additional information is required, or that the program is eligible for further consideration.	Determined by DPE
3.	DPE sends eligible program application (proposal) to ACHE for review of need and duplication factors.	Determined by DPE
4.	DPE staff and ACHE staff conduct joint preliminary review of proposal. Should additional information or program modifications be deemed necessary, DPE will provide for such consideration.	Normally within five working days after receipt of proposal
5.	Following the joint preliminary review, DPE will formally request ACHE approval of the program.	Determined by DPE
6.	Completion of ACHE staff recommendation and ACHE action on the program.	Within 60 days after receipt of formal request

**PROVISION FOR POSSIBLE RECONSIDERATION OF PROGRAMS
DISAPPROVED BY ACHE**

1. Upon the request of the institution, DPE may request a second review of the program six months after the program was disapproved by ACHE on the basis of substantial additional information bearing on previous concerns and issues.
2. If ACHE disapproves a second time, and DPE does not agree with ACHE's rationale, DPE may present the program application to the State Board of Education (SBE). SBE may then request a second reconsideration by ACHE.

Adopted – 8/20/99

Attachment 2

**PROCEDURES FOR THE EVALUATION AND REVIEW
OF NEW BACCALAUREATE PROGRAMS OF INSTRUCTION**

	PROCEDURE	TIME LINE
1.	Submission of Notification of Intent to Submit a Proposal (NISP).	At least two months prior to proposal submission
2.	Institutional Comments on NISP.	Within three weeks of receipt of NISP
3.	Preliminary meeting with ACHE staff to discuss institutional comments on the NISP and the program objectives in relation to the needs of the state; to consider any program duplication and explore possible means of collaboration; and to evaluate the centrality of the program to the institution's mission and role.	Within four weeks of receipt of NISP
4.	Submission of Program Proposal.	Any time beyond two months of NISP submission
5.	Peer review of proposal. Specific questions and recommendations will be requested.	Within one month of proposal submission
6.	Second meeting with ACHE staff to review questions and recommendations derived from the peer review and to reach agreement on any necessary proposal changes.	Within two weeks of peer review
7.	Completion of ACHE staff recommendation and ACHE action on the program. Staff recommendation will encompass expected program outcomes that will be assessed in subsequent program review. ACHE approval of a program requires agreement by the institution to discontinue the program if expected outcomes are not reached within the established time frame.	Within two months of peer review

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Attachment 3

**PROCEDURES FOR THE EVALUATION AND REVIEW
OF NEW GRADUATE PROGRAMS OF INSTRUCTION**

	PROCEDURE	TIME LINE
1.	Submission of Notification of Intent to Submit a Proposal (NISP).	At least two months prior to proposal submission
2.	Institutional Comments on NISP.	Within three weeks of receipt of NISP
3.	Preliminary meeting with ACHE staff to discuss institutional comments on the NISP and the program objectives in relation to the needs of the state; to consider any program duplication and explore possible means of collaboration; and to evaluate the centrality of the program to the institution's mission and role.	Within four weeks of receipt of NISP
4.	Submission of Program Proposal.	Any time beyond two months of NISP submission
5.	Review of Proposal by Council of Graduate Deans	Eight weeks
a.	Proposal sent to campuses; Graduate Deans evaluate it and seek campus input on criteria for new programs and to provide questions and recommendations to strengthen the proposal if it is approved.	Three weeks
b.	Chair summarizes questions and lists recommendations; sends to Executive Committee for feedback; when Committee approves questions and recommendations, chair sends to proposing institution for response.	One week
c.	Chair receives response from proposers.	Two weeks
d.	Chair sends Council Members the institutional responses to questions and recommendations; each Graduate Dean votes to approve each recommendation and the overall proposal; each member indicates if institutional presentation before the Council is needed to require an institutional presentation.	One week
e.	Chair sends final version of questions and recommendations to Council members; prior to ACHE's second meeting with proposers, chair informs ACHE of the vote (considered as a "preliminary vote" if there will be an institutional presentation), and states whether or not the Council requires an institutional	One week

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	PROCEDURE	TIME LINE
	<p>presentation. There will be a presentation at a regular Council meeting if the proposers request it and/or the Council requires it; there will not be an institutional presentation if the proposers do not request it and the Council indicates it is not needed.</p> <p>If there is an institutional presentation, there will be a second vote that will supercede the preliminary vote.</p>	
6.	Second meeting with ACHE staff to review questions and recommendations derived from the peer review and to reach agreement on any necessary proposal changes.	Within two weeks of peer review
7.	Completion of ACHE staff recommendation and ACHE action on the program. Staff recommendation will encompass expected program outcomes that will be assessed in subsequent program review. ACHE approval of a program requires agreement by the institution to discontinue the program if expected outcomes are not reached within the established time frame. The evaluation of program outcomes will entail one or more brief progress reports to the Commission.	Within two months of peer review

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