

CONNECTICUT COMMUNITY COLLEGES

HOW TO GET FROM HERE TO THERE

OR

PROGRAM DEVELOPMENT: FROM BRIGHT IDEA TO STUDENT ENROLLMENTS

Note. This is a summary only. The details will be found in the appropriate provisions of the Academic Program Approval Process Guide, available on the system web site.

1. Somebody at a college gets a bright idea regarding an academic program
2. The faculty and academic dean determine what kind of bright idea it is. Is it a change to an existing degree, option, or certificate? Is it a new degree, option, or certificate? Is it a consolidation of one or more programs, or perhaps a termination? They consult the Guide to determine the appropriate procedure and format.
3. If this is a new degree, option, or certificate, the academic dean makes a preliminary program announcement (PPA) at a meeting of the Academic Deans Council, or sends an email PPA to the Chief Academic Officer and academic deans. The format for this is in the Guide. *Note: this is not a request for approval; it is merely a courtesy announcement. The Council may discuss the proposal if it wishes.*
4. At the next meeting of the Academic Deans Council the proposal is affirmed. *Note: this is not an approval process, and there is no vote. The affirmation attests that at that time none of the deans sees any reason for the college not to proceed with its proposal.*
5. The college completes all internal approval procedures: department, curriculum committee, dean, professional staff organization, college senate, president – whatever is the procedure at that college.
6. The completed approved proposal, in the proper format, is sent under a transmittal letter signed by the president to the Chief Academic Officer. If the proposal is for a new degree or stand-alone certificate, the college must also provide a program proposal summary, and a resource summary form.

Note: Until the completed approved proposal is transmitted under a letter from the college president, the official “clock” is not running.

7. The proposal is reviewed by the Academic Department for format, content, and compliance with policy and guidelines. If necessary, the proposal is returned to the college for revision. *Note: the proposal should be submitted simultaneously via email attachment to the Associate Academic and Student Affairs Officer and the Executive Assistant, for ease and speed of review.*

8. If the proposal is for licensure and accreditation of a new degree or stand-alone certificate, the program proposal summary is also reviewed and if necessary revised. The Chief Academic Officer then circulates the program proposal summary to the presidents of other institutions of higher education and leaders of selected businesses and industries, in accordance with requirements of the Department of Higher Education (DHE).

9. Once the proposal is completed, it is scheduled for action by the Academic Policies and Student Affairs Committee (APSAC) of the Board of Trustees, and for action by the Board. The academic dean or faculty experts should attend the APSAC meeting to make a formal presentation and answer questions. The APSAC usually approves the proposal and forwards it to the Board for action that same day, but it can defer action pending further information or resolution of questions or concerns, or it can reject the proposal.

10. The Board of Trustees receives the APSAC proposal and votes on it.

11. After the Board approves the proposal, what happens next depends on the nature of the proposal. If it is for licensure and accreditation of a new degree or stand-alone certificate:

a. The approved program packet, together with any comments and observations that may have been received from the circulation process, is sent by the Chief Academic Officer to DHE.

b. DHE staff conducts its own review. It may, in the course of this review, ask for additional information from the system office or the college. The approval process at this level takes several months.

c. Once the DHE staff review is completed, the proposal is scheduled for review by the Advisory Committee on Accreditation (ACA) of the Board of Governors for Higher Education (BOG).

d. If the ACA approves it, it is placed on the BOG agenda for action.

e. If the BOG approves it, DHE notifies the system office and the college.

Note: Until the college receives this approval, it may not advertise the program, even with a notation such as “pending approval”, nor may it list the program in its catalog or other publications, even with a notation such as “pending approval”, nor may it enroll students in the program.

12. If the proposal is for anything other than licensure and accreditation of a new degree or stand-alone certificate, no action by the BOG is needed - the approval by the Board of Trustees is the authorization for the college to advertise the program, include it in its catalog and publications, and enroll students in it. **Until this approval is received, the college may not do any of those things.**