Curriculum Manual

A collection of policies, procedures, and
practices used at ASUMH

Arkansas State
UNIVERSITY
MOUNTAIN HOME

Curriculum Development Overview

Arkansas Code Annotated §6-61-208 charges the Arkansas Higher Education Coordinating Board (AHECB) with the responsibility to evaluate proposals for all new units of instruction, research, and public service, consistent with established role and scope designations, and to approve programs and organizational units based on established policies. The State's academic program approval policy was updated and clarified in 2004.

Additionally, Arkansas State University – Mountain Home must

- Maintain a minimum requirement for general education for all of its undergraduate programs whether through a traditional practice of distributed curricula (15 semester for credits for AGS and AAS degrees, 35 for AS or AA degrees.
- Have a program of general education that is grounded in a philosophy or framework developed by the institution or adopted from an established framework. It imparts common knowledge and intellectual concepts to students and develops skills and attitudes that the institution believes every college-educated person should possess. The institution clearly and publicly articulates the purposes, content and intended learning outcomes of its general education program.
- Conform to commonly accepted minimum program length: 60 semester credits for associate's degrees
- Meet the federal requirements for credit ascription described in the Higher Learning Commission's Federal Compliance Program.

Finally, curriculum should provide a basis for planning a course and program. During curriculum development, Program Advisory Committees and department teams work to assure the appropriateness and adequacy of the program objectives, program length, curriculum content, learning resources, and the adequacy of facilities and equipment.

Working together, this team produces and reviews curriculum by incorporating the following:

1. Diagnosis of Need (*What needs to be taught?*)
2. Formulation of objectives (*What objectives should be taught?*)
3. Selection of content (*What information or data will be taught and from where will it come?*)
4. Organization of content (*How will the information be organized?*)
5. Selection of learning experiences (*What learning experiences will the instructor incorporate into the subject being taught?*)
6. Organization of learning experiences (*In what order will these experiences occur?*)
7. Determination of what to assess and the ways and means of doing it (*What activities will be evaluated and how will they be evaluated?*)

To that end, this manual serves as a collection of the Policies, Practices, and Procedures pertaining to curriculum development followed by Arkansas State University – Mountain Home.

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INTRODUCTION

Arkansas Code Annotated §6-61-208 charges the Arkansas Higher Education Coordinating Board (Coordinating Board) with the responsibility to evaluate proposals for all new units of instruction, research, and public service, consistent with established role and scope designations, and to approve programs and organizational units based on established policies.   A new unit of instruction, research or public service includes:

- New curricula
- Majors leading to a new certificate or degree program
- Establishment of a department, division, college, school, center, and institute
- New extension service
- Organizational unit not presently established at the institution.

The Coordinating Board is not required to consider reasonable and moderate extensions of existing curricular, research, and public service programs at the public institutions of higher education. Thus, the Coordinating Board has granted oversight authority to the Director of the Arkansas Department of Higher Education (ADHE) to monitor these activities and notify the Board at its regular meetings. State general revenues cannot be expended for new programs or units that are not approved by the Coordinating Board.

This document sets forth the relevant criteria and compliance procedures for the staff of the Arkansas Department of Higher Education (ADHE) and administrators and faculty members of the public colleges and universities.

PART 1. ESTABLISHMENT OF PROGRAMS AND ORGANIZATIONAL UNITS

A Letter of Intent must be submitted to ADHE for a new program or organizational unit that requires Coordinating Board approval. The proposal for a new program/unit must be approved by the institutional Board of Trustees before consideration by the Coordinating Board. Programmatic and organizational changes that require ADHE Director (Director) approval must be submitted to ADHE in a Letter of Notification. *For any new program or unit to be considered, an institution first must notify (via e-mail) all Arkansas public colleges and universities of the proposed program or unit and submit to ADHE any institutional responses that oppose the initiation of the proposed program/unit.*

The ADHE Executive Staff will present a recommendation on new programs/units that require Coordinating Board approval at a regularly scheduled Coordinating Board meeting. *Coordinating Board approval of the new program/unit is required prior to initiation. The Board will be notified of new programs or units approved by the ADHE Director upon program/unit approval. New programs and units that the Director approves for immediate implementation will be listed in the Letters of Notification agenda item at the next scheduled Coordinating Board meeting.* The deadlines for submission of the Letter of Intent, Letter of Notification, and Proposal are listed in Part 2, Section 4.

Section 1.   New Programs and Organizational Units Requiring Coordinating Board Approval (Submit Letter of Intent and Proposal)

1.   A new program of instruction, regardless of mode of delivery, that results in a certificate or degree. The program should complement and build upon existing programs and follow accepted higher education structure for the discipline and program level. If the certificate or degree program is designed for professional certification or licensure, documentation of appropriate agency/board *initial review/ approval* must be submitted. ADHE staff will conduct an on-campus visit if the institution is offering its first certificate or degree program by distance technology. Definitions of certificate and degree programs are described in Appendix B.

      (Coordinating Board approval is not required for new options, certificates, and degrees developed *primarily* from existing courses and degrees. See Sections 2.8 – 2.11.)

2.   Any change in academic organization to establish new administrative units, if such units are to serve as a base for faculty appointments or are to offer degree programs. Definitions of academic administrative units are described in Appendix B.

3.   New off-campus instruction centers where students can receive a minimum of 50 percent of the credits in a major field of study that are required for an existing certificate or degree from the institution. Instruction may be delivered on-site, through distance technology or correspondence. The Letter of Intent must be submitted prior to the signing of any agreement to establish off-campus instructional facilities.

4.   Reactivation of any certificate, degree program *or unit* formally on inactive status for five years.

Section 2.   Program and Unit Changes Requiring ADHE Director Approval Unless *Prior Review* Requested by Coordinating Board (Submit Letter of Notification)

1.   Changes in name only of an existing degree, certificate, major, option or organizational unit where the curriculum or emphasis will not be modified.

2.   Establishment of a center, division, institute or similar major administrative unit not offering primary faculty appointments or degree programs. The mission and role of the administrative unit must be submitted with the Letter of Notification.

3.   The addition of a specialized course of study (option, concentration, emphasis, focus) as a component of an approved degree program if the number of new theory courses added to the curriculum does not exceed *21* semester credit hours (excluding a maximum of 6 semester credit hours of new clinical, practicum or internship courses). The new option must consist of a minimum of 9 semester credit hours. A list of the required courses in the option, the new course descriptions, the goals, objectives and student learning outcomes, *projected annual enrollment,* and justification*/need* for offering the new option must be submitted with the Letter of Notification.

     (A proposal must be submitted for an option requiring more than *21* semester credit hours of new theory courses.)

4.   Establishment of a new instruction, research or service institute/center fully supported by sources other than state funds that will definitely terminate when non-state funding ceases. A synopsis of the mission and role of the institute or center, the projected annual budget, and the sources of funding must be submitted with the Letter of Notification.

5.   Deletion of options, certificates, degree programs and organizational units. Program/unit deletions will be reported annually to the Coordinating Board.

6.   Placement of a certificate or degree program on inactive status.

7.   A change in structure to reorganize existing organizational units. The existing and proposed organizational structure and the justification for the change in structure must be submitted with the Letter of Notification.

8.   An undergraduate certificate program consisting of *6-21* semester credit hours. The curriculum, list of required courses, new course descriptions, the goals, objectives and student learning outcomes, *projected annual enrollment,* and justification*/need* for offering the new program must be submitted with the Letter of

Notification. If the certificate program is designed for professional certification or licensure, documentation of appropriate agency/board *initial review/*approval also must be submitted.

9. An undergraduate certificate*/endorsement* program (*21-45* semester) developed from an approved associate or bachelor's degree program provided that 75 percent of the coursework in the new certificate is included in the existing degree program. The curriculum, list of required courses, new course descriptions, the goals, objectives and student learning outcomes, *projected annual enrollment,* and justification*/need* for offering the new program must be submitted with the Letter of Notification. If the certificate program is designed for professional certification or licensure, documentation of appropriate agency/board *initial review/*approval also must be submitted.

10. A graduate certificate*/endorsement* program consisting of 12-*21* semester credit hours of existing graduate courses that reflects a coherent academic accomplishment or meets requirements for professional licensure or certification. The curriculum, new course descriptions, the goals, objectives and student learning outcomes, *projected annual enrollment,* and justification*/need* for offering the new program, and professional licensure or certification criteria must be submitted with the Letter of Notification. If the certificate program is designed for professional certification or licensure, documentation of appropriate agency/board *initial review/* approval also must be submitted. Arkansas Department of Education approval must be submitted for certificate programs for teacher licensure or endorsement.

11. Reconfiguration of existing undergraduate or graduate degree programs to create a new degree. The existing and proposed curricula, list of required core courses, new course descriptions, the goals, objectives and student learning outcomes, *projected annual enrollment*, and justification*/need* for the new program must be submitted with the Letter of Notification.

    Consolidation of Existing Degrees - The new combined degree program must require 12 semester credit hours of core courses with a minimum of two courses taken from each of the existing degree majors. Modification of Existing Degree to Create New Degrees - An existing degree major must include required courses in at least two disciplines for the degree to be separated into two or more new degree programs.

12. An existing certificate or degree program in which at least 50 percent of the total credits will be offered at an off-campus location. The institution proposing the program must submit the Letter of Notification and indicate why the institution plans to offer the program off-campus.   If the program will be offered at an off-campus location in Arkansas, documentation of the discussions with the President/ Chancellor and Academic Affairs Officer at the institutions in the surrounding area of the proposed off-campus location also must be submitted with the Letter of Notification. Should there be a dispute between the institutions, the Off-Campus Instruction Policy (AHECB 5.17) *on conflict resolution must* be followed.

Note: An institution must inform ADHE (via e-mail) of any courses under consideration for offering at an off-campus location prior to initiation.

13. An existing certificate or degree program in which at least 50 percent of the total credits will be offered through distance technology. The Letter of Notification must indicate why the institution plans to offer the program through distance technology. If the institution is planning to offer its first degree by distance technology, a new program proposal must be submitted to ADHE by the established deadline. The institution also must submit a copy of its responses to the Higher Learning Commission--NCA document that outlines institutional best practices for electronically offered programs. ADHE staff will conduct an on-campus visit prior to Coordinating Board consideration of the new distance technology program. Assessment of distance programs must be consistent with institutional assessment practices on the campus and program outcomes must be the same for both traditional and distance delivery methods. ADHE staff review of programs offered through distance technology will be conducted on a 5-year cycle.

PART 2. GUIDELINES FOR THE PREPARATION OF PROPOSALS FOR NEW PROGRAMS AND ORGANIZATIONAL UNITS

Section 1. Guidelines for Proposals – New Programs

New programs that require Coordinating Board approval are listed in Part 1, Section 1. Proposals for new programs must be submitted to ADHE on appropriate forms and include the following information:

- Proposed program title
- Program initiation date
- General description of the program
- Documentation of need for the program and student demand/interest
- Program goals, objectives and student learning outcomes
- Program curriculum and new course descriptions
- List of program faculty (names and credentials)
- Description of program resources (library, instructional equipment and facilities, technology support)
- Program budget (new funds required and funding sources)
- Program duplication (similar programs in Arkansas)
- Institutional program *viability*
- Institutional and Board of Trustees approval of proposed program.

Section 2. Guidelines for Proposals – New Organizational Units

New organizational units that require Coordinating Board approval are listed in Part 1, Section 1. Proposals for new units must be submitted to ADHE on appropriate forms and include the following information:

- Description of proposed organizational unit
- Unit initiation date
- Justification for establishment of new unit
- Current and proposed organizational chart
- Unit budget (new administrative costs and funding sources)
- Institutional and Board of Trustees approval of proposed unit.

Section 3. Guidelines for Preparation of New Program/Unit Budgets

In order for ADHE staff to assess the adequacy of resources to support the proposed program/unit, a detailed list of resource requirements and planned funding sources must be presented.   Institutions must provide evidence of the source of adequate funding.

Funding for new programs/units will either be supplied from new or existing sources. If funds are to be redistributed to the proposed program/unit, the source of funding must be identified and an analysis of the impact that the redistribution of funds will have on existing programs or organizational units must be stated. If the redistribution is from the

deletion of an existing program/unit, documentation of sufficient savings to the state to offset new program/unit costs must be provided.

New funding from student tuition, fees, and state general revenue generated by new student semester credit hours (SSCH), grants/contracts or other sources must be identified. Calculations and/or formulas that were used to project new revenue should be included in the budget section (e.g., number of new students projected in proposed program multiplied by tuition and fees; state general revenue dollars per FTE multiplied by projected number of FTEs to enroll in the new program).

Resource Requirements

	1st Year (in dollars)	2nd Year (in dollars)	3rd Year (in dollars)
Staffing (Number)			
Administrative/Professional			
Full-time Faculty			
Part-time Faculty			
Graduate Assistants			
Clerical			
Equipment & Instructional Materials			
Library			
Other Support Services			
Supplies/Printing			
Travel			
Distance Technology			
Other Services (specify)			
TOTAL			

Planned Funding Sources

	1st Year (in dollars)	2nd Year (in dollars)	3rd Year (in dollars)
New Student Tuition and Fees			
New State General Revenue			
Redistribution of State General Revenue			
External Grants/Contracts			
Other Funding Sources (specify)			
TOTAL			

Section 4. Deadlines For Submission Of Letter Of Intent, Proposals, And Letter Of Notification

Letter of Intent

A Letter of Intent informs the Coordinating Board that an institution seeks to offer a new program or organizational unit that requires a proposal and Coordinating Board approval.

Letter of Intent	Proposals Due	*Institutional Comment Period Ends ___	Coordinating Board Meeting
January 1	February 1	March 1	April
April 1	May 1	June 1	July
July 1	August 1	September 1	October
October 1	November 1	December 1	January

Note: The deadline for submission of notification and proposal documents for Educator Preparation programs is February 1 for Fall program implementation, and July 1 for Spring program implementation. For any new educator preparation program to be considered, an institution first must notify (via e-mail) all Arkansas public universities offering bachelor's degrees or above of the proposed program and submit to ADHE any institutional responses that oppose the initiation of the proposed program.

*Presidents/Chancellors and Academic Affairs Officers may comment on the proposed programs and organizational units before ADHE staff review of the proposals.

Letter of Notification

A Letter of Notification informs the Coordinating Board that an institution seeks to offer a program/unit or make a change in the program/organizational structure that requires ADHE Director approval unless prior review is requested by the Coordinating Board.

Letter of Notification	Coordinating Board Meeting
November 1	January
February 1	April
May 1	July
August 1	October

PART 3. PROPOSAL REVIEW PROCESS

Section 1. Program Request and Proposal Submission

A Letter of Intent must be submitted to the Arkansas Department of Higher Education by the established deadline for the proposal to be considered by the Coordinating Board at its regularly scheduled meeting in January, April, July or October. All proposals for new programs and organizational units must be prepared according to published criteria and submitted electronically to ADHE on the appropriate forms by the established deadlines. The deadlines for submission of the Letter of Intent and the proposal are listed in Part 2, Section 4. The Arkansas Higher Education Coordinating Board will not consider proposals for new programs or organizational units that have not been formally approved by the President and Board of Trustees of the proposing institution.

Prior to submission of a proposal to ADHE, it is recommended that the Academic Affairs Officer discuss the proposed program with the Academic Officers that offer similar programs in the state and with Academic Officers at institutions in the surrounding area. Institutions that plan to offer programs off-campus or plan to establish off-campus instruction centers, but cannot reach agreement either informally or with a written Memorandum of Understanding with other Arkansas institutions may appeal to the ADHE Director as outlined in the Off-Campus Instruction Policy (AHECB Policy 5.17).

Section 2. Proposal Review by Academic Affairs Officers

A synopsis of the proposals for new programs or organizational units will be posted on the ADHE webpage within *10* days of the deadline for submission.   An electronic notice will be sent to all Academic Affairs Officers when the proposal *summaries* have been posted, and a synopsis of the proposals will be sent to members of the Coordinating Board. The Academic Affairs Officers will have 1*0* working days after the web posting to comment, question or request additional information on the proposals. All such comments, questions or requests must be in writing and directed to the contact person listed on the ADHE webpage by the established deadline.

Institutions proposing programs/units must provide a written response to ADHE within 10 days of receipt of the requests for clarification or additional information. The Academic Affairs Officers of the institutions proposing the programs/units also may decide to withdraw the proposals at this time in lieu of a response. All comments and responses will be kept in the program proposal file at ADHE.

Section 3. Proposal Review by ADHE Staff

The ADHE Academic Affairs staff will review new program proposals before contacting the Academic Affairs Officer and program faculty for additional information.   All institutional comments and responses received during the comment period will be considered. ADHE staff also may conduct a conference with the Academic Affairs Officer and program faculty before recommendations are made and reported to the Presidents' Council. If a proposal must be deferred based on the review by the ADHE

staff, the ADHE Associate Director of Academic Affairs will notify the Academic Affairs Officer no later than 20 days before the Coordinating Board meeting.

Section 4.   Consultant Review of Proposals

ADHE staff may engage a maximum of three in-state or out-of-state experts in selected fields of study to assist with the review of proposals for undergraduate and graduate programs. The review team will submit a written report to ADHE that evaluates the proposed programs in terms of the need for graduates, student demand and interest, appropriateness of the curricula, and adequacy of institutional resources. Typically, a campus visit is required. The review team will not make a recommendation on program initiation. While institutions submitting proposals for review will be responsible for all expenses associated with the external reviews, ADHE staff will select the team in consultation with the institutions. In all instances, members of the review team will not have a relationship beyond professional acquaintance with the institutions and programs under review.

Section 5.   Proposal Review by Presidents' Council

ADHE staff will present a synopsis of all new proposals to the Presidents' Council for their review before the proposals are included on the agenda for the Coordinating Board meeting. The ADHE Associate Director of Academic Affairs will notify the Academic Affairs Officers of the disposition of the proposed programs, including any concerns raised during the review process. If a proposal must be deferred based on the review by the Presidents' Council, the ADHE Associate Director of Academic Affairs will notify the Academic Affairs Officers immediately following the Presidents' Council meeting.

Section 6.   Proposals Recommended to the Coordinating Board

Proposals that are not challenged during the review process will be placed on the consent agenda for the Coordinating Board meeting unless the ADHE Associate Director of Academic Affairs determines that the proposal should be presented to the Academic Committee of the Coordinating Board for information and discussion purposes. Also, any Board member may request that the proposal be presented to the Coordinating Board for the purpose of discussion and a separate vote. Institutional program representatives must attend the Coordinating Board meeting to respond to questions about the proposals. The Coordinating Board will vote on consent agenda items as a group with limited or no discussion. State general revenues cannot be expended for new programs/units that are not *approved* by the Coordinating Board.

Section 7.   Limitations on Coordinating Board Approval

Following a favorable action on the proposals by the Coordinating Board, institutions are expected to initiate programs/units on the dates specified in the Board agenda items. Coordinating Board approval will terminate for programs/units not initiated within two years of Board approval, and a new proposal must be submitted for Coordinating Board consideration if the institutional administration still wishes to initiate the proposed program/unit.

Section 8.   Follow-up Reviews of Approved Programs

ADHE staff may conduct follow-up reviews of approved programs to determine if the enrollment, general program strength, and number of graduates are sufficient to justify continuation of the program. Because the use of distance technology is a *different* mode of program delivery and the Coordinating Board has expressed concerns about the quality of these programs, an ADHE staff review of programs offered through distance technology will be conducted on a *5*-year cycle and status reports will be presented to the Coordinating Board.

Section 9.   Letter of Notification – ADHE Director Approval

A Letter of Notification is required for programmatic and organizational changes that do not require prior review by the Coordinating Board unless requested. The Letter of Notification with supporting documentation must be submitted to ADHE by the established deadlines listed in Part 2, Section 4. All changes in existing programs/units or requests for new programs/units *may be approved by the ADHE Director for immediate implementation and* must be included on the agenda *of the next scheduled* Coordinating Board meeting.

APPENDIX A – PROGRAM RESOURCES AND ASSESSMENT

Section 1. Faculty Resources and Credentials

Institutions must employ a faculty of sufficient size and range for the number of programs offered and the students enrolled. There must be a sufficient number of full-time faculty members who hold the appropriate terminal degree in each program. A minimum of one full-time faculty member with appropriate credentials is required for each degree program.

Typically, at least 50 percent of the faculty members in each bachelor's, master's or doctoral degree program must hold the appropriate terminal degree. Faculty member credentials must be appropriate to their assigned duties and disciplines, including the levels at which they teach. Faculty degrees, professional accomplishments in research and creative activity, and experience should be commensurate to their duties.   New program proposals should indicate ways in which the faculty are in keeping with best practices in higher education, accreditation standards of their professional organizations, and faculty members in comparable program areas at peer institutions.

- Faculty must hold degrees, certifications and licenses from institutions accredited by agencies recognized by the U.S. Department of Education or Council on Higher Education Accreditation such as the Higher Learning Commission or from agencies with comparable status, certification or recognition in other countries.

- Faculty members teaching general education core courses are expected to hold at least a master's degree that includes 18 graduate hours in the teaching field. (A limited number of faculty may hold equivalent documented experience to meet educational qualifications.) Supervised graduate teaching assistants may serve as instructors for general education and core courses in the disciplines in which they are studying.

- Typically, faculty members teaching remedial/developmental education courses hold a master's degree, but must hold at least a bachelor's degree in the teaching field.

- Faculty members teaching in occupational skill areas must hold at least an associate degree or appropriate industry-related licensure/certification.

- A majority of the faculty members teaching in graduate-level degree programs must hold the appropriate terminal degree and have demonstrated competency in teaching or research at the appropriate graduate level. If doctoral programs are offered, a sufficient number of graduate faculty must have dissertation committee experience.

Section 2. Library Resources

Library resources (volumes, monographs, periodicals, indexed and full-text databases) specifically related to proposed certificate and degree programs must be available or planned to meet the needs of faculty and students.

Section 3. Instructional Support and Technology

Instructional support and technology (e.g., laboratories, technology applications and infrastructure, instructional equipment) should be determined by the program objectives and must be sufficient to meet program needs.

Section 4. Assessment and Evaluation

An assessment plan must be in place to evaluate faculty performance and student achievement.

Section 5. Programs Requiring Accreditation, Licensure or Certification

Certificate and degree programs designed to prepare students for professional licensure or certification must meet all standards and requirements of the accrediting or approval agencies.

Section 6. Traditional Instruction (In-Class)

College and university terms vary in length, with the most typical being semester, quarter or trimester. Some institutions use a pattern of two 8-week terms per semester instead of a 15-17 week semester. Whatever the term length, time spent in the appropriate mixture of lecture, laboratory, self-paced learning, team activities, and field work must bring enrolled students to the same required levels of competence, knowledge and performance. Typically, classes have met for 750 minutes or 12.5 clock hours in a term for each semester credit hour awarded in lecture classes with proportionately more time for laboratory classes.

The minimum semester length is 15 weeks of actual class time and examinations. A minimum of fifteen (15) fifty-minute class sessions, excluding laboratories, is required to award one semester hour of credit. Institutions may have terms of other than semester length, but the amounts of credit awarded must be adjusted in proportion to the length of term. There may be exceptions regarding length of terms and amount of credit awarded for specific circumstances such as workshops, seminars, and summer terms in instances where the instructional content and activities are selected appropriately.

The amount of credit awarded for a course is based on the amount of time in class, the amount of outside preparation required, and the intensity of the educational experience.

- A formal lecture course with extensive assigned reading or other out-of-class preparation is awarded one semester credit for a minimum of 750 minutes or 12.5 hours of classroom instruction;
- A laboratory class with moderate out-of-class preparation is awarded one semester credit for a minimum of 1500 minutes or 25 hours of laboratory instruction; and

- Clinical, practicum, internship, shop instruction or other self-paced learning activities involving work-related experience with little or no out-of-class preparation is awarded one semester credit for a minimum of 2250 minutes or 37.5 hours of work-related instruction.

Section 7. Non-Traditional Instruction (Self-Paced, Distance Technology)

An exception to the standard length of terms and student semester credit hour guidelines can occur if an institution offers instruction through self-paced methods that allow students to achieve predetermined goals and objectives while working independently or in a group without an instructor. When proposing new programs with self-directed components outside of traditional semester and credit hour designations, institutions must indicate the minimum and maximum length allowed for completion of the components as well as intended student learning outcomes. Time-in-class is not a factor in self-paced learning.

Instruction delivered through distance technology is an approach to learning in which the majority of instruction occurs with a separation of place or time between the instructor and the students and with interaction occurring through electronic media. At least 50 percent of the course content in a distance technology course must be delivered electronically. Internet courses are conducted via web-based instruction and collaboration. Courses may require proctored examinations, and may include opportunities for face-to-face orientations, but there are no class attendance requirements.

Mixed-Mode courses include both required classroom attendance and online or 2-way interactive instruction. These classes have substantial content delivered over the Internet which will substitute for some classroom meetings. A correspondence course does not have any significant site attendance, but less than 50 percent of the course is delivered electronically. Standards for academic quality, admission, retention and assessment must be same in all courses and degree programs regardless of the mode of delivery.

When proposing new programs delivered through distance technology, the institution must demonstrate its commitment to distance technology instruction and the adequacy of technical support for faculty and students. Courses and degree programs offered through distance technology must be developed in accordance with the Best Practices for Electronically Offered Degree and Certificate Programs endorsed by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Institutions proposing to offer 50 percent of an existing certificate or degree program through distance technology must submit a Letter of Notification with supporting documentation to ADHE by the established deadlines. All requests to offer existing programs through distance technology must be listed on the Coordinating Board meeting agenda *and listed on the AHECB Approved Program Inventory*. ADHE staff review of programs offered through distance technology will be conducted on a *5*-year cycle.

A Letter of Intent must be submitted to ADHE before a proposal for a new program offered through distance technology can be submitted to ADHE. If the institution is offering its first certificate or degree program via distance technology, ADHE staff will conduct an on-campus visit before making a recommendation on program approval to the Coordinating Board.

Section 8. Experiential/Prior Learning Credits

Institutions may award a maximum of 30 semester credit hours in a certificate or degree program for documented learning or work experiences.

At a minimum, credits awarded for prior learning must be assessed and documented by faculty with appropriate subject-area knowledge to determine if the student's prior learning experiences relate to the content of a particular course listed in the college catalog and if college credit should be awarded for a specific course. Institutions must have written policies, procedures, and criteria for assessing prior learning that are aligned with recognized assessment service organizations such as the Council for Adult and Experiential Learning (CAEL).

Section 9. Certificate and Degree Granting Authority

Institutions may not award a certificate or degree to any student unless demonstrated mastery of knowledge and skills has been documented. A degree also may not be granted to any student solely for prior/experiential learning or work experience. *Arkansas public colleges and universities must obtain and maintain institutional accreditation by the Higher Learning Commission or comparable accrediting agency recognized by the U.S. Department of Education or Council on Higher Education Accreditation. Arkansas colleges/universities also must obtain and maintain appropriate/required specialized program accreditation for professional practice programs from recognized accrediting agencies.*

APPENDIX B – DEFINITIONS (Certificates, Degrees, and Organizational Units)

CERTIFICATES

Certificate of Proficiency/*Endorsement*
The Certificate of Proficiency *or Endorsement* will be awarded to students who have demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. The award is granted for programs requiring 6-21 undergraduate semester credit hours. The program of study may be a stand-alone program or part of a technical certificate, associate degree or bachelor's curriculum. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill certificate requirements.

Technical Certificate
The Technical Certificate is a planned and coherent program of classroom and laboratory/shop work at the collegiate level that recognizes the completion of a specified level of competency in an occupational field. The program of study may be a stand-alone program or a part of an associate degree curriculum.

The curriculum must require a demonstration of competency in communications (oral and written) and mathematics, and a mastery of skills and knowledge against specified performance standards in a specific area or discipline. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill certificate requirements. The range of credit hours is *21-45* undergraduate semester hours.

Certificate of General Studies
The Certificate of General Studies is designed to recognize 31-38 credit hours of *specified* general education core courses successfully completed by students. The program will document the student's mastery of skills and competencies needed to be successful in the workforce and function in today's world. The skills and competencies addressed in the program are based on findings in the report, *What Work Requires of Schools*, published in 1991 by the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS). Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill certificate requirements. (See Appendix D for curriculum requirements.)

Advanced Certificate/*Endorsement*
The Advanced Certificate *or Endorsement* is a planned program of study in a specialty area. Admission to the program requires an associate degree or higher, national certification in a technical specialty or other specifically defined postsecondary education requirements. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. The range of hours is *21-45* undergraduate semester credit hours.   Program completion could lead to certification/licensure and recognition will be noted on the student transcript. If the certificate program is designed for professional certification or licensure, documentation of appropriate agency/board approval must be submitted to ADHE. Teacher education certificates/*endorsements* must be designed to meet certification/licensure requirements in designated specialty areas and *the program of*

study must be approved by the Arkansas Department of Education prior to submission to ADHE for consideration.

Graduate Certificate/*Endorsement*
The Graduate Certificate *or Endorsement* is a 12-21 semester hour program that includes a focused collection of courses which when completed affords the student a record of coherent academic accomplishment in a given discipline or set of related disciplines. Program completion could lead to professional certification/licensure and recognition of the award will be noted on the student transcript.

The required courses must be part of the graduate curriculum of a university with graduate degree programs as part of its role and scope and must be taught by faculty with graduate faculty status. Admission and completion requirements must be based upon the policies of the Graduate School. If the certificate program is designed for professional certification or licensure, documentation of appropriate agency/board approval must be submitted. Teacher education certificates must be designed to meet certification/licensure requirements in designated specialty areas and *program of study* must be approved by the Arkansas Department of Education prior to submission to ADHE for consideration.

UNDERGRADUATE DEGREES

Associate of Arts
The Associate of Arts degree will be awarded to students who successfully complete a program of collegiate level work that is *fully* transferable toward a baccalaureate degree. The degree must include the 35-hour state minimum general education core (Appendix C) that requires courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences; *15-25 semester credit hours of directed electives selected from the six general education core categories; and up to 10 semester credit hours of institutional requirements or advisor-approved electives.* The curriculum must require a demonstration of competency in communications (oral and written) and mathematics, and a mastery of skills and knowledge against specified performance standards in specific areas or disciplines. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. *The Associate of Arts degree is designed for transfer purposes and* the field of study is not specified in the degree title. The AA degree is 60 semester credit hours *and must include the stated minimum number of credit hours and courses in the specified general education core categories. (See Appendix D for the AA degree template) The Associate of Arts degree meets the requirements of the 60-hour state minimum core curriculum required under Act 747 of 2011.   All pre-requisite and required courses for the bachelor's degree program major must be completed by AA degree graduates. Thus, Associate of Arts degree graduates may be required to complete additional lower-division courses to meet these specified pre-requisite course requirements and program major course requirements for bachelor's degree programs upon transfer to any Arkansas public university which may require the AA graduate to complete credit hours beyond the stated minimum credits for bachelor's degrees. College advisors must document that AA students have been informed of the possible requirement for additional courses/credits for bachelor's degree completion.*

Associate of Science

The Associate of Science degree will be awarded to students who successfully complete a program of collegiate level work with an occupational objective of which *of the* courses are transferable toward a *specified* baccalaureate degree *at a college/university*. The degree must include the 35-hour state minimum general education core (Appendix C) that requires courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences. The curriculum must require a demonstration of competency in communications (oral and written) and mathematics, and a mastery of skills and knowledge against specified performance standards in specific areas or disciplines. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. The field of study *must be* specified in the degree title. The range of hours is 60-*66* semester credit hours. Exceptions to this range *may* be allowed *for documented transfer and bachelor's degree completion purposes. College advisors must document that students have been informed of the universities accepting this associate degree for full transfer to specified bachelor's degrees.*

Associate of Science in Liberal Arts and Sciences

The Associate of Science degree in Liberal Arts and Sciences will be awarded to students who successfully complete a program of collegiate level work of which all of the courses are transferable toward a specified baccalaureate degree. The degree must include the 35-hour state minimum general education core (Appendix C) that requires courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences. The curriculum must require a demonstration of competency in communications (oral and written) and mathematics, and a mastery of skills and knowledge against specified performance standards in specific areas or disciplines. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. Typically, the field of study is not specified in the degree title. The range of hours is 60-66 semester credit hours. Two-year college advisors must document that students have been informed of the universities accepting this associate degree for full transfer to specified bachelor's degrees.

Associate of Applied Science

The Associate of Applied Science (A.A.S.) degree will be awarded to students who successfully complete a program of collegiate level work which is primarily designed for direct employment. The program must include a minimum of 15 semester credit hours of general education courses in English/writing, mathematics, social sciences, and computer applications/fundamentals (Appendix C). A minimum of 30-36 semester hours must be in a technical area. An additional component of the program of study should be support courses from other related technical disciplines. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. Remedial/ developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. The occupational field may be specified in the title of the degree (e.g., Associate of Applied Science in Electronics Technology). The range of hours is 60-72 semester credit hours. Selected health-related programs may exceed 72 semester

hours, but should not exceed 80 semester hours. *College advisors must document that students have been informed of the universities accepting this associate degree for full transfer to specified bachelor's degrees.*

Associate of General Studies/*Professional Studies/*Liberal Arts/*Fine Arts*
The Associate of General Studies*, Associate of Professional Studies,* Associate of Liberal Arts, or *Associate of Fine Arts* degree will be awarded to students who successfully complete a planned program of collegiate level work that includes a minimum of 15 semester hours of general education courses (Appendix C) and occupational, liberal arts, and/or *fine arts* courses. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in at least one specific area or discipline. The program of study must be developed cooperatively by the student and the institution. The degree is intended to serve as a flexible program option for students whose needs cannot be met by other programs. Individual courses may fulfill requirements for transfer toward a baccalaureate degree, direct employment or educational enrichment. Remedial/ developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. The range of hours is 60-66 semester credit hours.

Associate of Occupational Studies
The Associate of Occupational Studies degree will be awarded to students who successfully complete a planned program of collegiate level work that includes a minimum of 15 semester hours of general education courses (Appendix C) and occupational courses. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in at least one specific area or discipline. The program of study must be developed cooperatively by the student and the institution. The degree is intended to serve as a flexible program option for students whose needs cannot be met by other programs. Individual courses may fulfill requirements for transfer toward a baccalaureate degree, direct employment or educational enrichment. Remedial/ developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. Typically, the field of study is not specified in the degree title. The range of hours is 60-72 semester credit hours.

Associate of Applied Science in General Technology
The Associate of Applied Science in General Technology program will be awarded to students who successfully complete an individualized program of study to fulfill a unique career goal that cannot be met through the completion of a single program offered by the institution. The program must include 15 semester credit hours of general education courses: English/writing, mathematics, computer application/fundamentals, and social sciences (Appendix C). There must be 24-30 semester hours in a major technical area, and 15-21 semester hours of support courses from other related technical disciplines. A maximum of 30 semester hours may be awarded for experiential learning or work experience. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. Typically, the field of study is not specified in the degree title. The range of hours is 60-72 semester credit hours.

Associate of Arts in Teaching (AAT)

The Associate of Arts in Teaching degree will be awarded to students who successfully complete a planned program of collegiate level work that is transferable toward a *specified* baccalaureate degree in teacher education *at each participating Arkansas university*. This *statewide* transfer degree is designed to introduce students to the profession of teaching, to increase the number of teacher candidates, to ease transfer from two- to four-year institutions, and to maximize the credit hours taken at the two-year institution. The degree must include the state minimum general education core (35 semester credit hours) that requires courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences (Appendix C). The Associate of Arts in Teaching is designed to align with Arkansas state licensure requirements and consists of 60 ~~64~~ semester credit hours. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. In order to receive the AAT, students must have a *minimum* final grade point average ~~of 2.65~~ and pass a state-approved assessment of reading, writing, and mathematical skills. *No course modifications or course substitutions are allowed for the AAT degree. When there are changes in Arkansas state licensure requirements, ADHE will suspend the AAT until the curriculum is revised to meet new state licensure requirements. (ADHE will remove the AAT from the AHECB Approved Program Inventory if the AAT curriculum is not updated within 5 years of the initial suspension; or remove the AAT from the AHECB Inventory for any institution that does not offer the state-approved AAT curriculum.) Students currently enrolled in the AAT degree must be informed of the new state licensure requirements and notified of any changes in degree requirements. The AAT degree only can be offered by Arkansas two-year colleges, and the junior- and senior-level courses required for the specified bachelor's degrees in teacher education must be submitted to ADHE by the each participating Arkansas university. All institutions participating in the AAT-Bachelor's Degree Completion Program must have a signed agreement on file at ADHE and must designate an institutional contact for the AAT program.*

Associate of Science in Business

The Associate of Science in Business (ASB) degree will be awarded to students who successfully complete a planned program of collegiate level work that is transferable toward a specified baccalaureate degree in business. This *statewide* transfer degree is designed to to ease transfer from two- to four-year institutions, and to maximize the credit hours taken at the two-year institution. The degree must include the state minimum general education core (35 semester credit hours) that requires courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences (Appendix C). The Associate of Science in Business consists of 62 semester credit hours. (See Appendix D for curriculum requirements.) Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. In order to receive the ASB, students must have a *minimum* final grade point average. *No course substitutions are allowed for the ASB degree. (ADHE can remove the ASB from the AHECB Approved Program Inventory for any institution that does not offered the state-approve ASB curriculum.) The ASB degree only can be offered by Arkansas two-year colleges, and the junior- and senior-level courses required for the specified bachelor's degrees in business must be submitted to ADHE by the each participating Arkansas university. All institutions participating in the ASB-Bachelor's Degree Completion Program must have*

a signed agreement on file at ADHE and must designate an institutional contact for the ASB program.

Bachelor's Degree
The bachelor's degree will be awarded to students upon successful completion of a program that requires a minimum of 120 undergraduate semester credit hours, including the 35-semester hour state minimum general education core (Appendix C), a minimum of 40 semester hours of upper-level courses, and a minimum of 30 semester hours (including 20 semester hours of upper-level courses) in the major field of study. The curriculum must require a demonstration of competency in communications (oral and written) and mathematics, and a mastery of skills and knowledge against specified performance standards in a specific area or discipline. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. The range of the bachelor's degree is 120-130 semester hours. Selected programs (e.g., education, music, engineering) may exceed 130 semester hours, but cannot exceed 150 semester hours unless particular course content is required by accrediting or approval agencies.

Bachelor of Applied Science
The Bachelor of Applied Science is a degree completion program that allows students holding an Associate of Applied Science degree to apply the entire associate degree toward the requirements of a bachelor's degree. The bachelor's degree curriculum must include a minimum of 35 semester hours of general education courses (Appendix C) and a minimum of 40 semester hours of upper-level courses in selected fields of study. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in at least one specific area or discipline. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. The range of hours is 120-130 semester credit hours.

Bachelor of Professional Studies
The Bachelor of Professional Studies is designed as a flexible program option for students with earned college credit (including technical and occupational courses). The bachelor's degree curriculum must include a minimum of 35 semester hours of general education courses (Appendix C) and 40 semester hours of upper-level courses in selected fields of study. The program of study can be developed cooperatively by the student and the institution to meet a variety of professional development and career enhancement needs. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in at least one specific area or discipline. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. The range of hours is 120–130 semester credit hours.

GRADUATE DEGREES

Master's Degree
The master's degree will be awarded to students who complete a minimum of 30 semester credit hours beyond the bachelor's degree that includes 50 percent graduate-only semester hours in the field of study. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline.

Specialist Degree
The specialist degree will be awarded to students who complete a minimum of 30 graduate-only semester credit hours beyond the master's degree. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. The degree does not meet the academic requirements of a doctoral degree.

Doctoral Degree
The doctoral degree will be awarded to students who complete a minimum of 72 graduate semester credit hours beyond the bachelor's degree. The program of study includes 42 graduate-only semester hours beyond the master's degree. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. Program requirements must balance credit hours for required coursework, research, and dissertation preparation.

FIRST-PROFESSIONAL DEGREES

The first-professional degree (law, pharmacy, medicine, health-related professions) will be awarded to students upon successful completion of a program that meets all of these criteria: at least 60 semester credit hours of undergraduate coursework before entering the program, a minimum of 72 semester credit hours beyond the 60-semester hour entrance requirement, and completion of academic requirements to begin practice in the profession. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline.

ORGANIZATIONAL/ADMINSTRATIVE UNITS

Department - A basic organizational unit consisting of all faculty members or teaching personnel in a given subject-matter field or academic discipline or in a group of related disciplines or fields. The academic department is the fundamental unit in the institution because it is the focus of the basic functions of the institution: teaching, research, and service.

Division - A grouping for administrative purposes of two or more departments within a college or university.

College - A major instructional division of a university that includes related departments.

School - (1) A major instructional division of a university; (2) a major subdivision of a university offering a curriculum which leads to a professional or graduate degree.

Center - An academic organizational unit that conducts research, teaching or public service activities, or a combination of these functions in specified fields. The term also applies to an off-campus instructional location that has at least one permanent staff/faculty member assigned for administrative purposes. *An institution can establish a Degree Center to offer courses for degree completion on another Arkansas college campus; and a two-year institution may establish a University Center with legislative or AHECB approval for the purpose of allowing one or more college/university to offer courses leading to a degree completion program on the two-year campus or by distance technology. At least one permanent staff/faculty member must be assigned to the University Center for administrative purposes.*

Institute - (1) A separate institution, within or independent of a university, designed for teaching, research, or both, in a particular field of study; (2) a short course or workshop consisting of lecture and discussion topics on a specific theme.

Academy – A separate organizational entity within or independent of a college or university in which special subjects or skills are taught.

APPENDIX C – MINIMUM GENERAL EDUCATION AND TECHNICAL CORES

Section 1. State Minimum General Education Core (35 semester credit hours)

English/Communication (6-9 semester credit hours)
  English Composition   6 credit hours
  Speech Communication   0-3 credit hours

Mathematics (3 semester credit hours)
  A comprehensive mathematics course such as College Algebra, *Statistics,*
  Quantitative Literacy/Mathematical Reasoning or any higher-level mathematics
  course.
  Institutions may require students majoring in mathematics, engineering, science, and
  business to take a higher-level mathematics course as part of the state minimum core.

Science (8 semester credit hours)
  Science courses must include laboratories.
  Institutions may require students majoring in mathematics, engineering, science,
  education, and health professions to take higher-level or specific science courses.

Fine Arts/Humanities (6-9 semester credit hours)
  Must be broad survey courses.
  Institutions may require students majoring in engineering to take either 6 hours of
  humanities and social sciences at the junior/senior level or substitute an additional 6
  hours of higher-level mathematics and/or additional science courses.

Social Sciences (9-12 semester credit hours)
  U.S. History or Government   3 hours
  Other Social Sciences   6-9 hours
  Institutions may require students majoring in engineering to take either 6 hours or
  humanities and social sciences at the junior/senior level or substitute an additional 6
  hours of higher-level mathematics and/or additional science courses.

Section 2. General Education Core for Associate-Level Occupational and General Studies Programs (15 semester credit hours)

<u>English/Writing</u> (6 semester credit hours)
   English Composition and/or Technical/Professional Writing

<u>Mathematics</u> (3 semester credit hours)
   Applied Technical Mathematics or higher-level math course

<u>Social Sciences</u> (3 semester credit hours)
   An introductory course appropriate for the field of study, e.g., psychology, sociology, economics

<u>Computer Applications/*Technology*</u> (3 semester credit hours)
A general or program-related technology course or integrated technology course

Certificate of General Studies

Discipline/Courses	Semester Hours
English/Communication	*9*
English Composition	6
Oral Communication or Speech	3
Science, Math, & Technology	*10-14*
Physical, Biological, or Earth Science (with lab)	4-8
College Algebra (equivalent or higher)	3
Computer or Technology Elective	3
Social Sciences	*9*
U.S. History or American Government	3
General Psychology or Introduction to Sociology	3
Social Science Elective	3
Fine Arts/Humanities	*3-6*
Fine Arts or Humanities Elective	3-6
Total Semester Hours	**31-38**

CGS Approved: February 3, 2006, Agenda Item No. 3

Associate of Science in Business
Degree Requirements – 62 semester credit hours, DC 0308, Effective Fall 2010
English Composition I
English Composition II
Oral Communications
College Algebra
Biological Science & Lab
Physical Science & Lab
Fine Arts Visual or Theatre or Music
Literature I or Literature II
American History to 1876 or American History since 1876 or American Government
Western Civilization to 1660 or Western Civilization since 1660 or World Civilization to 1660 or World Civilization since 1660
Sociology
Accounting Principles I
Accounting Principles II
Microeconomics
Macroeconomics
Microcomputer Business Application
Business Statistics
Business Calculus
Legal Environment of Business
Directed Elective (*3 credit hours*)

Associate of Arts Degree/60-Credit Hour State Transfer Core Curriculum
Degree Requirements – 60 semester credit hours, Effective Fall 2013

35-Hour State Minimum General Education Core
(List institutional course number/course title, ACTS course number, and indicate semester credit hours)
      English Composition (6 semester credit hours)
      Communication (0-3 semester credit hours)
      College Math (3 semester credit hours)
      Lab Science (8 semester credit hours)
      Fine Arts/Humanities (6-9 semester credit hours)
      U.S. History/Government (3 semester credit hours)
    *Social Sciences (6-9 semester credit hours)
       *An introductory course in Criminal Justice and Micro/Macro Economics
       courses can be included in the Social Sciences category

Directed Electives – 15-25 semester credit hours (List discipline areas **and/or list institutional course number/course title, ACTS course number, and indicate total semester credit hours) ****Courses can be selected _only_ from General Education Core Categories listed above**

+Institutional Requirements/Advisor Approved Electives – 0-10 semester credit hours (List institutional course number/course title, ACTS course number, and indicate total semester credit hours)
   +Up to 10 semester credit hours of courses can be selected from any discipline area, including career and technical areas, and applied toward the 60-semester credit hour core curriculum and/or Associate of Arts degree

-Remedial/Developmental Education Courses cannot be applied toward the 60-credit hour state transfer core curriculum and/or Associate of Arts degree.

Policy Revised: Agenda Item No. 13
                     April 16, 1993

Revised: Agenda Item No. 21
                     July 25, 1997

Revised: Agenda Item No. 21
                     October 23, 1998

Revised: Agenda Item No. 13
                     October 20, 2000

Revised: Agenda Item No. 16
                     October 22, 2004

Updated/Clarified: January 30, 2015   *August 2015*

APPENDIX D – LETTERS OF INTENT AND NOTIFICATION TEMPLATES

LETTER OF INTENT – 1
(New Certificate or Degree Program)

1. Institution submitting request:

2. Education Program Contact person/title:

3. Telephone number/e-mail address:

4. Proposed Name of Certificate or Degree Program:

5. Proposed Effective Date:

6. Requested CIP Code:

7. Program Description:

8. Mode of Delivery (mark all that apply):

    _____On-Campus

    _____Off-Campus Location
    Provide address of off-campus location_____
    _____

    Provide a copy of the e-mail notification to other institutions in the state notifying them of the proposed program. Please inform institutions not to send the response to **"Reply All"**. If you receive an objection/concern(s) from an institution, reply to the institution and copy ADHE on the email. That institution should respond and copy ADHE. If the objection/concern(s) cannot be resolved, ADHE may intervene.

    Submit copy of written notification to Higher Learning Commission (HLC) if notification required by HLC for a program offered at an off-campus location.

    _____Indicate distance of proposed site from main campus.

    _____Distance Technology (50% of program offered by distance technology)

    Submit copy of written notification to HLC if notification is required by HLC for a program offered by distance technology.

9. List existing certificate or degree programs that support the proposed program:

10. President/Chancellor Approval Date:

11. Academic Affairs Officer: Date:

LETTER OF INTENT - 2
(New Academic Administrative Unit)

1. Institution submitting request:

2. Contact person/title:

3. Telephone number/e-mail address:

4. Proposed Name of Academic Administrative Unit:

5. Proposed Effective Date:

6. Proposed Unit will serve as a base for:

    _____Faculty Appointments

    _____Offering Certificate and Degree Programs

7. Description of Proposed Unit:

8. President/Chancellor Approval Date:

9. Academic Affairs Officer: Date:

LETTER OF INTENT - 3
(New Off-Campus Instruction Center)

1. Institution submitting request:

2. Contact person/title:

3. Telephone number/e-mail address:

4. Proposed Name and Location of Off-campus Center:

5. Proposed Effective Date:

6. Fifty (50%) percent of the credits required for a certificate or degree will be offered:

   _____Off-campus location

   _____Distance Technology

   _____Both - Off-campus location and distance technology

7. Justification for Proposed Off-Campus Center:

8. President/Chancellor Approval Date:

9. Academic Affairs Officer: Date:

LETTER OF INTENT - 4
(Reactivation of Certificate or Degree on Inactive Status for less than 5 Years)
Submit Proposal Form 1

1.   Institution submitting request:

2.   Contact person/title:

3.   Telephone number/e-mail address:

4.   Name of Certificate or Degree on Inactive Status:

5.   Proposed Name of New Certificate or Degree:

6.   Proposed Effective Date:

7.   Requested CIP Code:

8.   Justification for Program Reactivation:

9.   Mode of Delivery:

      ____On-Campus

      ____Off-Campus Location

      ____Distance Technology

10.   President/Chancellor Approval Date:

11.   Academic Affairs Officer: Date:

LETTER OF NOTIFICATION – 1

NAME CHANGE OF EXISTING CERTIFICATE, DEGREE, MAJOR, OPTION OR ORGANIZATIONAL UNIT
(No change in program curriculum, option/emphasis or organizational structure)

1.   Institution submitting request:

2.   Contact person/title:

3.   Phone number/e-mail address:

4.   Proposed effective date:

5.   Current title of degree/certificate program:

6.   Current title of major or option:

7.   Current title of organizational unit:

8.   Proposed name of certificate/degree:

9.   Proposed name of major or option:

10.   Semester credit hours for proposed major or option:

11.   Proposed name of organizational unit:

12.   Program CIP Code:

13.   Degree/Department Code:

14.   Reason for proposed action:

15.   Provide the curriculum/credits for the certificate/degree/major/option listed above.

16.   Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date:

LETTER OF NOTIFICATION – 1C

CIP CODE CHANGE REQUEST
(No change in program curriculum**)**

Link to CIP Code Website: http://nces.ed.gov/ipeds/cipcode/crosswalk.aspx?y=55

17.   Institution submitting request:

18.   Contact person's name and title:

19.   Contact person's phone number/e-mail address:

20.   Current CIP Code:

21.   Current CIP Code Definition:

22.   Proposed CIP Code:

23.   Proposed CIP Code Definition:

24.   Provide Program Names **and** Degree Codes that will be assigned the proposed CIP Code:

25.   Proposed effective date:

26.   Reason for CIP Code Change:

27.   Provide documentation of institutional approval of the proposed CIP Code change; and submit the documents that provide evidence (such as highlighted course descriptions or course syllabi) that the proposed CIP Code is more appropriate.

28.   Provide additional information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date, if required by institutional policy:

Chief Academic Officer: Date:

LETTER OF NOTIFICATION – 2

ESTABLISHMENT OF ADMINISTRATIVE UNIT
(Center, Division or Institute **not** offering primary faculty appointments or certificate/ degree programs)

1.   Institution submitting request:

2.   Contact person/title:

3.   Phone number/e-mail address:

4.   Name of Proposed Administrative Unit:

5.   Proposed Location:

6.   Distance of proposed unit from main campus:

7.   Reason for proposed action:

8.   Mission and role for proposed unit:

9.   Provide current and proposed organizational chart.

10.   Provide copy of e-mail notification to other institutions in the area of proposed location and their responses; include your reply to the institutional responses.

11.   Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Approval or Notification Date:

Chief Academic Officer: Date:

LETTER OF NOTIFICATION – 2A

ESTABLISHMENT OF ADMINISTRATIVE UNIT

(Center, Division or Institute offering primary faculty appointments or certificate/degree programs)

1.   Institution submitting request:

2.   Contact person/title:

3.   Phone number/e-mail address:

4.   Name of Proposed Administrative Unit:

5.   Proposed Location:

6.   Distance of proposed unit from main campus:

7.   Reason for proposed action:

8.   Mission and role for proposed unit:

9.   Provide current and proposed organizational chart.

10.   Provide copy of e-mail notification to other institutions in the area of proposed location

11.   Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Approval or Notification Date:

Chief Academic Officer: Date:

LETTER OF NOTIFICATION – 3
NEW OPTION, EMPHASIS, CONCENTRATION, or MINOR

(Maximum 18 semester credit hours of theory courses and 6 credit hours of practicum courses)

1.   Institution submitting request:

2.   Contact person/title:

3.   Phone number/e-mail address:

4.   Proposed effective date:

5.   Title of existing degree program:
         (Indicate if the degree listed above is approved for distance delivery)

6.   CIP Code:

7.   Degree Code:

8.   Proposed name of new option/emphasis/concentration/minor (circle one):

9.   Reason for proposed action:

10.   New option/emphasis/concentration/minor objective:

11.   Provide the following:
         a.   Curriculum outline - List of courses in new option/emphasis/concentration/minor – Underline required courses
         b.   Provide degree plan that includes new option/emphasis/concentration/minor
         c.   Total semester credit hours required for option/emphasis/concentration/minor
                 (Option range: 9–24 semester credit hours)
         d.   New courses and new course descriptions
         e.   Goals and objectives of program option/emphasis/concentration/minor
         f.   Expected student learning outcomes
         g.   Documentation that program option/emphasis/concentration/minor meets employer needs (if applicable)
         h.   Student demand (projected enrollment) for program option/emphasis/concentration/minor
         i.   Name of institutions offering similar program option/emphasis/concentration/minor and the institution(s) used as a model to develop the proposed program option/emphasis/concentration/minor (if applicable)

12.   Institutional curriculum committee review/approval date:

13.   Will the new option/emphasis/concentration/minor be offered via distance delivery? If yes, indicate mode of distance delivery:

14.   Explain in detail the distance delivery methods/procedures to be used:

15.   Specify the amount of additional costs required for program implementation, the source of funds, and how funds will be used.

16.   Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:
Board of Trustees Notification Date:
Chief Academic Officer   Date:

LETTER OF NOTIFICATION – 4

ESTABLISHMENT OF NEW ADMINISTRATIVE UNIT
(Instruction, Research or Service Institute/Center fully supported by non-state funds)

1.   Institution submitting request:

2.   Contact person/title:

3.   Phone number/e-mail address:

4.   Name of Proposed Institute/Center:

5.   Proposed Location:

6.   Distance of proposed unit from main campus:

7.   Reason for proposed action:

8.   Mission and role for proposed Institute/Center:

9.   Provide current and proposed organizational chart:

10.   Identify non-state funding sources and expected length of funding.

11.   Provide copy of financial agreement or Memorandum of Understanding (MOU).

12.   Projected annual budget.

13.   Termination date of funding from the non-state sources.

14.   Termination date of Center/Institute operation when funding ends.

15.   If location is off-campus, provide copy of e-mail notification to other institutions in the area of proposed unit and location and their responses; include your reply to the institutional responses.

16.   Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Approval or Notification Date:

Chief Academic Officer: Date:

LETTER OF NOTIFICATION – 5

DELETION
(Certificate, Degree, Option, Emphasis, Concentration, Minor, or Organizational Unit)

1.　　Institution submitting request:

2.　　Contact person/title:

3.　　Phone number/e-mail address:

4.　　Proposed effective date:

5.　　Title of certificate, degree program, option, emphasis, concentration, minor, or organizational unit:

6.　　CIP Code:

7.　　Degree Code:

8.　　Reason for deletion:

9.　　Number of students still enrolled in program:

10.　　Expected graduation date of last student:

11.　　Provide curriculum for deleted certificate, degree, option, emphasis, concentration, minor, or organizational unit.

12.　　Name of courses that will be deleted as a result of this action:

13.　　How will students in the deleted program be accommodated?
　　　　Provide documentation of written notification to students currently enrolled in program.

14.　　Indicate the amount of program funds available for reallocation:

15.　　Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer:　　　　　　　　　　　　　　　　　Date:

LETTER OF NOTIFICATION – 6

Inactive/Reactivate Program

1. Institution submitting request:

2. Contact person/title:

3. Phone number/e-mail address:

4. Proposed effective date (last date for new student enrollments):

5. Title of degree program:

6. CIP Code:

7. Degree Code:

8. Reason for proposed action:

    _____ **Inactive status – No new students can be admitted to the program after the effective date.** (Program on inactive status for 5 years will be removed from the AHECB approved program inventory.)

    Provide the following information:

    a. Reason for proposed action - placing program on inactive status.
    b. Number of students enrolled in program.
    c. Projected program completion date.

    _____ **Reactivate program** (Program on inactive status less than 5 years):

    Provide the following information:

    a. Justification for program reactivation.
    b. Curriculum outline by semester including total semester credit hours required.
    c. List of new courses.
    d. New course descriptions.
    e. Program goals and objectives.
    f. Expected student learning outcomes.
    g. Program approval letter from licensure/certification entity, if required.
    h. Scheduled program review date (within 10 years of program implementation)
    i. Provide a copy of written notification to other institutions in the area of the proposed program offering and their responses; include your reply to the institutional responses.

9. Institutional curriculum committee review/approval date, if required:

10. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date:

LETTER OF NOTIFICATION – 7

REORGANIZATION OF EXISTING ORGANIZATIONAL UNITS

1.   Institution submitting request:

2.   Contact person/title:

3.   Phone number/e-mail address:

4.   Proposed effective date:

5.   Name of current organizational unit:

6.   Name of proposed unit:

7.   Reason for proposed change:

8.   Provide current and proposed organizational chart.

9.   Provide staffing and budget for new organizational unit:

10.   If proposed change results in a reallocation of funds, which department/program will receive the reallocated funds?

11.   Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date:

LETTER OF NOTIFICATION – 8

UNDERGRADUATE CERTIFICATE PROGRAM
(6-21 SEMESTER CREDIT HOURS)

1.   Institution submitting request:

2.   Contact person/title:

3.   Phone number/e-mail address:

4.   Proposed effective date:

5.   Name of proposed Undergraduate Certificate Program (Program must consist of 7-18 semester credit hours):

6.   Proposed CIP Code:

7.   Reason for proposed program implementation:

8.   Provide the following:
      a.   Curriculum outline - List of courses in new program – Underline required courses
      b.   Total semester credit hours required for proposed program (Program range: 6-21 semester credit hours)
      c.   New courses and new course descriptions
      d.   Program goals and objectives
      e.   Expected student learning outcomes
      f.   Documentation that program meets employer needs
      g.   Student demand (projected enrollment) for proposed program
      h.   Program approval letter from licensure/certification entity, if required
      i.   Name of institutions offering similar programs and the institution(s) used as model to develop proposed program
      j.   Scheduled program review date (within 10 years of program implementation)

9.   Institutional curriculum committee review/approval date:

10.   Will this program be offered on-campus, off-campus, or via distance delivery? If yes, indicate mode of distance delivery. Mark *distance technology courses.

11.   Identify off-campus location. Provide a copy of email notification to other institutions in the area of the proposed off-campus program offering and their responses; include your reply to the institutional responses.

12.   Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date:

LETTER OF NOTIFICATION – 9

UNDERGRADUATE CERTIFICATE PROGRAM
(21-45 semester credit hours)

(75 percent of the coursework currently offered in existing associate or bachelor's degree program)

1. Institution submitting request:

2. Contact person/title:

3. Phone number/e-mail address:

4. Proposed effective date:

5. Name of proposed Undergraduate Certificate Program (Program must consist of 21-45 semester credit hours).

6. Proposed CIP Code:

7. Reason for proposed program implementation:

8. Provide the following:
   a. Curriculum outline - List of courses in new program – Underline required courses
   b. Total semester credit hours required for proposed program (Program range: 21-45 semester credit hours)
   c. New courses and new course descriptions
   d. Program goals and objectives
   e. Expected student learning outcomes
   f. Documentation that program meets employer needs
   g. Student demand (projected enrollment) for proposed program
   h. Program approval letter from licensure/certification entity, if required
   i. Name of institutions offering similar programs and the institution(s) used as model to develop proposed program
   j. Scheduled program review date (within 10 years of program implementation)

9. Institutional curriculum committee review/approval date:

10. Will this program be offered on-campus, off-campus, or via distance delivery?   If yes, indicate mode of distance delivery.

11. Identify off-campus location. Provide a copy of e-mail notification to other institutions in the area of the proposed off-campus program offering and their responses; include your reply to the institutional responses.

12. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date:

GRADUATE CERTIFICATE PROGRAM
(12-21 SEMESTER CREDIT HOURS)

1.   Institution submitting request:

2.   Contact person/title:

3.   Phone number/e-mail address:

4.   Proposed effective date:

5.   Name of proposed Graduate Certificate Program (Program must consist of 12-21 semester credit hours from existing graduate courses).

6.   Proposed CIP Code:

7.   Reason for proposed program implementation:

8.   Provide the following:
   a.   Curriculum outline - List of courses in new program – Underline required courses
   b.   Total semester credit hours required (Program range: 12-21 graduate semester credit hours)
   c.   New courses and course descriptions
   d.   Program goals and objectives
   e.   Expected student learning outcomes
   f.   Documentation that program meets employer needs
   g.   Student demand (projected enrollment) for program
   h.   Name of institutions offering similar program and the institution(s) used as a model to develop the proposed program
   i.   Scheduled program review date (within 10 years of program implementation)

9.   Provide documentation that proposed program has received full approval by licensure/certification entity, if required. (A graduate certificate offered for teacher/educator administrator licensure must be reviewed/approved by the Arkansas Department of Education prior to consideration by the Coordinating Board; therefore, the Education Protocol Form must be submitted to ADHE along with the Letter of Notification.)

10.   Institutional curriculum committee review/approval date:

11.   Will this program be offered on-campus, off-campus or via distance delivery? If yes, indicate mode of distance delivery.

12.   Identify off-campus location. Provide a copy of e-mail notification to other institutions in the area of the proposed off-campus program offering and their responses; include your reply to the institutional responses.

13.   Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date:

LETTER OF NOTIFICATION – 11

RECONFIGURATION OF EXISTING DEGREE PROGRAMS
(Consolidation or Separation of Degrees to Create New Degree)

1. Institution submitting request:

2. Contact person/title:

3. Title(s) of degree programs to be consolidated/reconfigured:

4. Current CIP Code(s)/Current Degree Code(s):

5. Proposed title of consolidated/reconfigured program:
6. Proposed CIP Code for new program:
7. Proposed Effective Date:

8. Reason for proposed program consolidation/reconfiguration:
[Indicate student demand, (projected enrollment) for the proposed program and document that the program meets employer needs]

9. Provide <u>current</u> and <u>proposed</u> curriculum outline by semester. Indicate total semester credit hours required for the proposed program. Underline new courses and provide new course descriptions. (If existing courses have been modified to create new courses, provide the course name/description for the current/existing courses and indicate the related new/modified courses.) Identify required general education core courses with an asterisk.

10. Provide program budget. Indicate amount of funds available for reallocation.
11. Provide current and proposed organizational chart.
12. Institutional curriculum committee review/approval date:

13. Are the existing degrees offered off-campus or via distance delivery

14. Will the proposed degree be offered on-campus, off-campus, or via distance delivery? If yes, indicate mode of distance delivery.

15. Provide documentation that proposed program has received full approval by licensure/certification entity, if required. (A program offered for teacher/education administrator licensure must be reviewed/approved by the Arkansas Department of Education prior to consideration by the Coordinating Board; therefore, the Education Protocol Form also must be submitted to ADHE along with the Letter of Notification).

16. Provide copy of e-mail notification to other institutions in the area of the proposed program and their responses; include your reply to the institutional responses.

17. List institutions offering similar program and identify the institution(s) used as a model to develop the proposed program.

18. Provide scheduled program review date (within 10 years of program implementation).
19. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:
Board of Trustees Notification Date:
Chief Academic Officer: Date:

LETTER OF NOTIFICATION – 11A

RECONFIGURATION OF EXISTING ASSOCIATE DEGREE PROGRAM
(Associate of Arts/Associate of Science changed to Associate of Applied Science)
[separate form required for each degree reconfiguration]

1. Institution submitting request:

2. Contact person/title:

3. Title of degree program to be reconfigured:

4. Current Degree Code:

5. Proposed title of reconfigured program: Associate of Applied Science in (insert field of study)

6. Proposed CIP Code for new AAS program:

7. Proposed Effective Date:

8. Provide <u>current</u> AA or AS curriculum outline and <u>proposed</u> AAS curriculum outline. Indicate total semester credit hours required for the proposed AS program. Identify required *15-hour state minimum general education core courses.

9. Institutional curriculum committee review/approval date, if required by institutional policy:

10. Provide additional program information requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date, if required by President/Chancellor:

Chief Academic Officer: Date:

LETTER OF NOTIFICATION – 11AB

Associate of Science (AS) or Associate of Science in Liberal Arts & Sciences (ASLAS) for Transfer and Bachelor's Degree Completion

1. Institution submitting request:

2. Contact person/title/phone number:

3. Title of Associate of Science degree program to be transferred:

4. Degree Code:

5. CIP Code:

6. Proposed Effective Date for implementation:

7. Provide AS or ASLAS curriculum outline. Indicate total semester credit hours required for the proposed AS or ASLAS program. Identify required 35-hour state minimum general education core courses.

8. **Provide a copy of the bachelor's degree completion curriculum approved for seamless transfer by both the two-year institution and the four-year institution.** The proposed AS or ASLAS degree must be <u>fully</u> transferable toward the bachelor's degree in that designated field of study. Include the following:
    a.   Indicate the degree title for the designated bachelor's degree;
    b.   the total semester credit hours required for the bachelor's degree; and,
    c.   the total number of semester credit hours that the transfer student must complete at the four-year institution.

9. Institutional curriculum committee review/approval date, if required by institutional policy:

10. As outlined in AHECB Policy 5.22 (Arkansas Transfer System), **provide a copy of all signed articulation/transfer agreements or Memorandums of Understanding (MOU's) with Arkansas public universities for the proposed AS or ASLAS program/curriculum**.

11. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date, if required by President/Chancellor:

Chief Academic Officer: Date:

LETTER OF NOTIFICATION – 11C

CURRICULUM REVISION OF EXISTING CERTIFICATE OR DEGREE PROGRAM

1.   Institution submitting request:

2.   Contact person/title:

3.   Title of certificate/degree program:

4.   CIP Code:

5.   Degree Code:

6.   Effective Date:

7.   Reason for proposed change:

8.   Provide <u>current</u> and <u>revised</u> curriculum outline. (Indicate total credit hours for current certificate/degree and total credit hours for revised certificate/degree.)

9.   Institutional curriculum committee review/approval date for revised degree:

10.   Provide additional program information requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date:

LETTER OF NOTIFICATION 11D

PROGRAM RECONFIGURATION
(Existing Certificate/Degree Reconfigured to Create New Certificate/Degree Offered on Campus and/or by Distance Technology)

Institutions with at least one certificate or degree program approved for distance technology by the Arkansas Higher Education Coordinating Board must submit Letter of Notification-11D to request approval to reconfigure existing certificates or degrees to create a new certificate or degree offered via distance technology.

Definitions

Distance technology (e-learning) – When technology is the primary mode of instruction for the course (50% of the course content is delivered electronically).

Distance instruction – When a course does not have any significant site attendance, but less than 50% of the course is delivered electronically, e.g., correspondence courses.

Distance program – When at least 50% of the major courses are delivered via distance technology.

1.   Institution submitting request:

2.   Contact person/title:

3.   Telephone number/e-mail address:

4.   Name of Existing Certificate(s) or Degree(s):

5.   Current CIP Code(s):

6.   Current Degree Code(s):

7.   Proposed Title of Reconfigured Certificate or Degree:

8.   Proposed Effective Date:

9.   Proposed CIP Code:

PROGRAM INFORMATION

10.   Program Summary/Reason for Program Reconfiguration:

11.   Provide the organizational chart for the current certificate/degree and the proposed organizational chart for the new certificate/degree program.

12.   Provide the **current** degree plan(s) and the **proposed** curriculum (course number/title) for the proposed certificate/degree program reconfiguration.   Mark* courses that will be taught by adjunct faculty.

13.   Provide the list of courses (course number/title) in the proposed certificate or degree currently offered by distance technology.

14.   If new courses will be added, provide the list of new courses (proposed course number/title) and the new course descriptions for the proposed certificate/degree.

15.   For courses currently not offered by distance technology, provide the course syllabus for each of these courses for the proposed program and indicate the maximum class size for each distance course.

16.   <u>Course delivery mode</u> (check all that apply):
        Online
        Compressed-video (CIV)
        Audio Conference
        Video Conference
        Web Conference
        Blended delivery (identify components)

17.   <u>Class interaction mode</u> (check all that apply):
        Electronic bulletin boards
        E-mail
        Telephone
        Fax
        Chat
        Blog
        Other (specify)

18.   Provide the percentage of the program that is offered via distance (50%, 75%, etc.).

19.   Provide a semester-by-semester plan/schedule for student access to all courses necessary to complete the proposed program.

20.   Provide a list of services that will be supplied by consortia partners or outsourced to another organization (faculty/instructional support, course materials, course management and delivery, library-related services, bookstore services, services providing information to students, technical services, administrative services, online payment arrangements, student privacy consideration, services related to orientation, advising, counseling or tutoring, etc.) <u>Include the draft contract/MOU for each partner/organization offering faculty/instructional support for the program.</u>

21.   Provide institutional curriculum committee review/approval date for the proposed program.

22.   Provide documentation that the proposed program has been approved for distance technology delivery by licensure/certification board/agency, if required.

23.   Provide copy of e-mail notification to other institutions in the area of the proposed program and their responses; include your reply to the institutional responses.

24.   Provide additional program information requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date:

LETTER OF NOTIFICATION – 11E

RECONFIGURATION OF EXISTING DEGREE PROGRAM
(To Create New Degree)

11.   Institution submitting request:

12.   Contact person/title:

13.   Title(s) of degree programs to be consolidated/reconfigured:

14.   Current CIP Code(s)/Current Degree Code(s):

15.   Proposed title of consolidated/reconfigured program:

16.   Proposed CIP Code for new program:

17.   Proposed Effective Date:

18.   Reason for proposed program consolidation/reconfiguration:
        (Indicate student demand (current projected enrollment) for the proposed program)

19.   Provide <u>current</u> and <u>proposed</u> curriculum outline by semester. Indicate total semester credit hours
        required for the proposed program. Underline new courses and provide new course descriptions.
        (If existing courses have been modified to create new courses, provide the course name/description
        for the current/existing courses and indicate the related new/modified courses.) Identify required
        general education core courses with an asterisk.

20.   Provide current academic units for the existing degrees, and proposed academic unit for the
        consolidated/reconfigured degree.

21.   Date proposed program will be submitted for institutional curriculum committee review/approval:

22.   Are the existing degrees offered off-campus or via distance delivery?

23.   Will the proposed degree be offered on-campus, off-campus, or via distance delivery?

24.   Identify mode of distance delivery or the off-campus location for the proposed program.

25.   Provide documentation that proposed program has received full approval by licensure/certification
        entity, if required.

26.   Provide year for next program accreditation review for the current degrees.

27.   Provide scheduled institutional program review date, if the current degrees are not accredited or
        approved for licensure/certification.

28.   Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date:

        LETTER OF NOTIFICATION – 11M

        RECONFIGURATION OF EXISTING DEGREE PROGRAMS
        Modification to Create New Degree

(75% of coursework from existing degree)

1. Institution submitting request:

2. Contact person/title:

3. Title(s) of degree programs to be modified:

4. Current CIP Code(s):

5. Current Degree Code(s):

6. Proposed title of modified program:

7. Proposed CIP Code for new program:

8. Proposed Effective Date(Term/Year):

9. Reason for proposed consolidation/reconfiguration:

10. Provide <u>current</u> and <u>proposed</u> curriculum outline by semester. Indicate total semester credit hours required for the proposed program. List *new courses* (in italics) and provide new course descriptions. <u>Underline</u> required general education core courses and mark courses offered by distance technology with an *asterisk.

11. Institutional curriculum committee review/approval date:

12. Provide current and proposed organizational chart.

13. Will the proposed degree be offered on-campus, off-campus, or via distance delivery? If yes, identify the mode of distance delivery.

14. Identify mode of distance delivery or the off-campus location for the proposed program.

15. Provide documentation that proposed program has received full approval by licensure/certification entity, if required. (For example: A program offered for teacher licensure must be approved by the Arkansas Department of Education prior to consideration by the Coordinating Board).

16. Provide copy of e-mail notification to other institutions in the area of the proposed program and their responses; include your reply to the institutional responses.

17. List institutions offering similar program and identify the institution(s) used as a model to develop the proposed program.

18. Provide scheduled program review date (within 10 years of program implementation).

19. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:
Board of Trustees Notification Date:
Chief Academic Officer: Date:

LETTER OF NOTIFICATION – 11R

REVISION OF EXISTING DEGREE PROGRAM
(Act 747)

11. Institution submitting request:

12. Contact person/title:

13. Title of degree program:

14. CIP Code:

15. Degree Code:

16. Effective Date:

17. Reason for proposed change:

18. Provide <u>current</u> and <u>revised</u> curriculum outline. (Indicate total credit hours for current degree and total credit hours for revised degree.)

19. Institutional curriculum committee review/approval date for revised degree:

20. Provide additional program information requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date:

LETTER OF NOTIFICATION – 11T

RECONFIGURATION OF EXISTING DEGREE PROGRAMS
FOR TRANSFER PURPOSES
Associate of Arts (AA) or Associate of Applied Science (AAS)
Reconfigured to create Associate of Science (AS) in designated field of study or
Associate of Science in Liberal Arts & Sciences (ASLAS)
[A separate form is required for each degree reconfiguration]

12. Institution submitting request:

13. Contact person/title:

14. Title of degree program to be reconfigured:

15. Current Degree Code:

16. Proposed title of reconfigured program: Associate of Science in (insert field of study)

17. Proposed CIP Code for new AS or ASLAS program:

18. Proposed Effective Date for AS or ASLAS program implementation:

19. Provide <u>current</u> AA, AS or AAS curriculum outline and <u>proposed</u> AS or ASLAS curriculum outline. Indicate total semester credit hours required for the proposed AS or ASLAS program. Identify required *35-hour state minimum general education core courses.

20. **Provide a copy of the bachelor's degree completion curriculum approved for seamless transfer by both the two-year institution and one or more four-year institutions.** The proposed AS or ASLAS degree must be <u>fully</u> transferable toward the bachelor's degree in that designated field of study. Include the following:
   a.   Indicate the degree title for the designated bachelor's degree;
   b.   the total semester credit hours required for the bachelor's degree; and,
   c.   the total number of semester credit hours that the transfer student must complete at the four-year institution.

21. Institutional curriculum committee review/approval date, if required by institutional policy:

22. As outlined in AHECB Policy 5.22 (Arkansas Transfer System), **provide a copy of all signed articulation agreements with Arkansas public universities for the proposed AS or ASLAS program/curriculum**.

23. Provide copy of e-mail notification to other institutions in the area of the proposed program.

24. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date, if required by President/Chancellor:

Chief Academic Officer: Date:

LETTER OF NOTIFICATION – 12

EXISTING CERTIFICATE or DEGREE PROGRAM
OFFERED AT OFF-CAMPUS LOCATION

1.   Institution submitting request:

2.   Contact person/title:

3.   Phone number/e-mail address:

4.   Name of existing program.

5.   Proposed effective date:

6.   Proposed location of off-campus site.

7.   Distance of proposed site from main campus.

8.   Reason for offering proposed program at off-campus site.

9.   Identify courses and/or degrees to be offered at the proposed site.

10.   Will students be able to complete all program requirements at this location? If not, where?

11.   Institutional curriculum committee review/approval date:

12.   Provide copy of draft Memorandum of Understanding (MOU) with partner institutions/ organizations. [Submit final MOU signed by partner institutions or organizations upon completion of ADHE proposal review.]

13.   Provide written notification to accrediting body or licensing agency of your intention to off program at an off-campus location and their written response to you, if applicable.

14.   Provide copy of e-mail notification to other institutions in the area of the proposed program and their responses; include your reply to the institutional responses.

15.   List Arkansas public colleges and universities within 60 miles of proposed location offering similar courses and/or degree programs.

16.   Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date:

LETTER OF NOTIFICATION – 13
EXISTING CERTIFICATE or DEGREE OFFERED via DISTANCE TECHNOLOGY

Institutions with at least one certificate or degree program approved for distance technology by the Arkansas Higher Education Coordinating Board must submit Letter of Notification-13 to request approval to offer additional existing (on-campus) certificates or degrees via distance technology. The institution must submit to ADHE a copy of the e-mail notification to the Higher Learning Commission (HLC) about the proposed distance technology program. If HLC requires a focused visit for the proposed distance technology program, please submit the scheduled review date.

<u>**Definitions**</u>

Distance technology (e-learning) – When technology is the primary mode of instruction for the course (50% of the course content is delivered electronically).

Distance instruction – When a course does not have any significant site attendance, but less than 50% of the course is delivered electronically, e.g., correspondence courses.

Distance program – When at least 50% of the major courses are delivered via distance technology.

1. Institution submitting request:

2. Contact person/title:

3. Telephone number/e-mail address:

4. Name of Existing Certificate or Degree:

5. Proposed Effective Date for distance technology delivery:

6. CIP Code:

7. Degree Code:

PROGRAM INFORMATION

8. Program summary/justification for offering program by distance technology:

9. Provide the current certificate/degree plan. Mark* courses that will be taught by adjunct faculty.

10. Provide the list of courses, include course number/title, for the certificate/degree program currently offered by distance technology.

11. If 100% of the program will not be offered by distance technology, list courses that **will not** be offered by distance technology.

12. For existing courses that <u>will be</u> offered by distance technology (for the first time), provide the course syllabus for each of these courses for the certificate/degree program and indicate the maximum class size for each distance course.

13. If new courses will be added, provide the list of new courses (proposed course number/title) and the new course descriptions for the certificate/degree.

14. Provide the course syllabus for each distance technology course for the program listed above and indicate the maximum class size for each distance course. Indicate the course delivery mode(s) and class interaction mode(s) for each distance technology course.

   <u>Course delivery mode</u> (check all that apply):

Online
Compressed-video (CIV)
Audio Conference
Video Conference
Web Conference
Blended delivery (identify components)

Class interaction mode (check all that apply):
Electronic bulletin boards
E-mail
Telephone
Fax
Chat
Blog
Other (specify)

15.   Provide the percentage of the program that is offered via distance (50%, 75%, etc.).

16.   Discuss the provisions for instructor-student and student-student interaction that are included in the program design and the course syllabus.

17.   Provide a semester-by-semester degree plan/course schedule for student access to all courses necessary to complete the program.

18.   Provide a list of services that will be supplied by consortia partners or outsourced to another organization (faculty/instructional support, course materials, course management and delivery, library-related services, bookstore services, services providing information to students, technical services, administrative services, online payment arrangements, student privacy consideration, services related to orientation, advising, counseling or tutoring, etc.) Include the draft contract/Memorandum of Understanding (MOU) for each partner/organization offering faculty/instructional support for the program. Submit final contract/MOU signed by partner institutions or organizations upon completion of ADHE proposal review.

19.   Estimate costs for the proposed distance technology program for the first 3 years. Include faculty release time costs for course/program planning and delivery.

20.   Provide institutional curriculum committee review/approval date for proposed distance technology program.

21.   Provide documentation that proposed program has been reviewed/approved for distance technology delivery by licensure/certification board/agency, if required. [HLC review must follow ADHE review and AHECB program approval.]

22.   Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date:

LETTER OF NOTIFICATION – 14

SUBSTANTIVE CHANGE REQUEST
(Changes made to existing certificate, degree, major, option, emphasis, concentration, minor, or focus.)

Note: An institution shall have the obligation to report substantive changes to ADHE for approved degree or certificate programs prior to implementing such changes. Substantive changes include, but are not limited to, the following:
a) the addition of a degree or credential level not previously included in the original approval;
b) the addition of academic programs that require allocation of substantial financial investment or resources;
c) the addition of academic programs outside stipulations imposed by ADHE action limiting such activity without prior approval;
d) increase or decrease in the number of credit hours required for successful completion of an academic program;
e) change in the term length that affects 25% or more of the courses or program; and/or, 3+1 and 4+1 plans.

29. Institution submitting request:

30. Contact person/title:

31. Phone number/e-mail address:

32. Proposed effective date:

33. Current title of degree or certificate:

34. Proposed name of degree or certificate:

35. Current title of major, option, emphasis, concentration, minor or focus:

36. Proposed name of major, option, emphasis, concentration, minor or focus:

37. Program CIP Code:

38. Degree/Department Code:

39. Provide details for and reason for proposed changes: (provide student demand, projected enrollment, and employer need)

40. Provide **current** and **proposed** curriculum for the proposed changes. Underline new courses and provide new course descriptions.

41. Provide goals and objectives of proposal:

42. If applicable, provide admission or entrance requirements:

43. If program is a blend of undergraduate and graduate courses, how will the courses be counted toward graduation?

44. What percentage will the proposed program be offered by distance delivery_____? Circle the delivery mode: online; compressed video, audio conference, video conference, web conference, blended delivery (identify components)_____.

45. Provide the credit hours for the certificate, degree, major, option, emphasis, concentration, minor, or focus listed above.

46. Provide program budget. Indicate amount of funds available for reallocation.

47. If a 3+1 or 4+1 plan, provide:
    1. What is undergraduate major/degree?
    2. What graduate degree will be awarded to the student?
    3. How many undergraduate hours must be completed before entrance into the graduate program?
    4. Indicate # of credit hours to be completed in major.
    5. What majors or minors will feed into the graduate degree?
    6. Is there a residency requirement before students can start the program?
    7. Will transfer students be accepted into the program?
    8. Will faculty recommendations be required for admission?

48. Provide the name(s) of institution(s) offering a similar program used as a model to develop the proposed program:

49. Provide copy of email notification to other institutions of the proposed change.

50. Provide additional program information if requested by ADHE staff.

Institutional curriculum committee review/approval date:

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date

APPENDIX E – NEW PROGRAM / DEGREE PROPOSAL

PROPOSAL – 1
NEW DEGREE PROGRAM

1. **PROPOSED PROGRAM TITLE**

2. **CIP CODE REQUESTED**
    Link for CIP Codes: http://nces.ed.gov/ipeds/cipcode/resources.aspx?y=55.

3. **PROPOSED STARTING DATE**

4. **CONTACT PERSON**
    Name (Provost/Academic Affairs Officer)
    Title
    Name of Institution
    E-mail Address
    Phone Number

    Name (Program Contact Person)
    Title
    E-mail Address
    Phone Number

5. **PROGRAM SUMMARY**
    Provide a general description of the proposed program. Include overview of
    any curriculum additions or modifications; program costs; faculty resources,
    library resources, facilities and equipment; purpose of the program; and any
    information that will serve as introduction to the program.

    List degree programs or emphasis areas currently offered at the institution that
    support the proposed program.

6. **NEED FOR THE PROGRAM**
    (Submit Employer Needs Survey Forms)
    Provide survey data. Submit numbers that show job availability, corporate
    demands and employment/wage projections, not student interest and
    anticipated enrollment. Focus mostly on state needs and less on regional
    and national needs, unless applicable to the program.

    Survey data can be obtained by telephone, letters of interest, student inquiry, etc.
    Focus mostly on state needs for undergraduate programs; for graduate
    programs, focus on state, regional and national needs.

    Provide names and types of organizations/businesses surveyed.

Letters of support should address the following when relevant: the number of current/anticipated job vacancies, whether the degree is desired or required for advancement, the increase in wages projected based on additional education, etc.

Indicate if employer tuition assistance is provided or if there are other enrollment incentives.

Describe what need the proposed program will address and how the institution became aware of this need.

Indicate which employers contacted the institution about offering the proposed program.

Indicate the composition of the program advisory committee, including the number of members, professional background of members, topics to be considered by the members, meeting schedule (annually, bi-annually, quarterly), institutional representative, etc.

Indicate the projected number of program enrollments for Years 1 - 3.

Indicate the projected number of program graduates in 3-5 years.

7. **CURRICULUM**
   Provide curriculum outline by semester (include course number and title).
   (For bachelor's degree program, submit the 8-semester degree plan.)

Give total number of semester credit hours required for the program, including prerequisite courses.

Identify new courses *(in italics)* and provide course descriptions.

Identify required general education courses, core courses and major courses.

For each program major/specialty area course, list the faculty member assigned to teach the course.

Identify courses currently offered by distance technology (with an asterisk*) and endnote at the end of the document.

Indicate the number of contact hours for internship/clinical courses.

State the program admission requirements.

Describe specified learning outcomes and course examination procedures.

Include a copy of the course evaluation to be completed by the student.

Include information received from potential employers about course content.

Provide institutional curriculum committee review/approval date for proposed program.

8. **FACULTY**
List the names and credentials of all faculty teaching courses for the proposed program. Include college/university awarding degree; degree level; degree field; subject area of courses faculty currently teaching and/or will teach. (For associate degrees and above: A minimum of one full-time faculty member with appropriate academic credentials is required.)

Indicate lead faculty member or program coordinator for the proposed program.

Total number of faculty required for program implementation, including the number of existing faculty and number of new faculty. **For new faculty, provide the expected credentials/experience and expected hire date.**

For proposed graduate programs: Provide the curriculum vita for faculty teaching in the program, and the expected credentials for new faculty and expected hire date. Also, provide the projected startup costs for faculty research laboratories, and the projected number of and costs for graduate teaching and research assistants.

9. **DESCRIPTION OF RESOURCES**
Current library resources in the field
Current instructional facilities including classrooms, instructional equipment and technology, laboratories (if applicable)
New instructional resources required, including costs and acquisition plan

10. **NEW PROGRAM COSTS – Expenditures for the first 3 years**
New administrative costs (number and position titles of new administrators)
Number of new faculty (full-time and part-time) and costs
New library resources and costs
New/renovated facilities and costs
New instructional equipment and costs
Distance delivery costs (if applicable)
Other new costs (graduate assistants, secretarial support, supplies, faculty development, faculty/students research, program accreditation, etc.)

If no new costs required for program implementation, provide explanation.

11. **SOURCE OF PROGRAM FUNDING – Income for the first 3 years of program operation**
If there will be a reallocation of funds, indicate from which department, program, etc.

Provide the projected annual student enrollment, the amount of student   tuition per credit hour, and the total cost of the program that includes tuition and fees.

Indicate the projected annual state general revenues for the proposed program (Provide the amount of state general revenue per student).

Other (grants [list grant source & amount of grant], employers, special tuition rates, mandatory technology fees, program specific fees, etc.).

12.   **ORGANIZATIONAL CHART REFLECTING NEW PROGRAM**
Proposed program will be housed in (department/college)

13.   **SPECIALIZED REQUIREMENTS**
If specialized accreditation is required for program, list the name of accrediting agency.

Indicate the licensure/certification requirements for student entry into the field.

Provide documentation of Agency/Board review/approvals (education, nursing--initial approval required, health-professions, counseling, etc.)

14.   **BOARD OF TRUSTEES APPROVAL**
Provide the date that the Board approved (or will consider) the proposed program.

Provide a copy of the Board meeting agenda that lists the proposed program, and written documentation of program/unit approval by the Board of Trustees prior to the Coordinating Board meeting that the proposal will be considered.

15.   **SIMILAR PROGRAMS**
                        List institutions offering program:
Proposed undergraduate program – list institutions in Arkansas
Proposed master's program – list institutions in Arkansas and region
Proposed doctoral program – list institutions in Arkansas, region, and nation
State why proposed program needed if offered at other institutions in Arkansas   or region.

List institution(s) offering a similar program that the institution used as a   model to develop the proposed program.

Provide a copy of the e-mail notification to other institutions in the state notifying them of the proposed program. Please inform institutions not to send the response to **"Reply All"**. If you receive an objection/concern(s) from an institution, reply to the institution and copy ADHE on the email. That institution should respond and copy ADHE. If the objection/concern(s) cannot be resolved, ADHE may intervene.

Note: A written institutional objection/concern(s) to the proposed program/unit may delay Arkansas Higher Education Coordinating Board

(AHECB) consideration of the proposal until the next quarterly AHECB meeting.

16. **DESEGREGATION**
State the total number of students, number of black students, and number of other minority students enrolled in related degree programs, if applicable.

17. **INSTITUTIONAL AGREEMENTS/MEMORANDUM OF UNDERSTANDING (MOU)**
If the courses or academic support services will be provided by other institutions or organizations, include a copy of the signed MOU that outlines the responsibilities of each party and the effective dates of the agreement.

18. **ACADEMIC PROGRAM REVIEW**
Provide scheduled program review date (within 10 years of program implementation date).

19. **PROVIDE ADDITIONAL INFORMATION IF REQUESTED BY ADHE STAFF**

20. **INSTRUCTION BY DISTANCE TECHNOLOGY**
If the proposed program will be offered by distance technology, provide the following information:
Summarize institutional policies on the establishment, organization, funding and management of distance courses/degrees.
Describe the internal organizational structure that coordinates (development, technical support, oversight) distances courses/degrees.
Summarize the policies and procedures to keep the technology infrastructure current.
Summarize the procedures that assure the security of personal information.
Provide a list of services that will be outsourced to other organizations (course materials, course management and delivery, technical services, online payment, student privacy, etc.).

APPENDIX F - EMPLOYER NEEDS SURVEYS

Employer Needs Survey Form (1)
Institutional Summary

(Please compile the data from each Employer Needs Survey and submit the data on this Summary Form. Return the summary form and a copy of each survey form to ADHE with your program proposal.)

Proposed Degree/Certificate
Program_____

Institution_____

Name_____   E-mail_____
    (person completing this form)

List names of employers responding to survey

List current job titles for the proposed degree/certificate program

List the degree/certificate required for each job title

Indicate number of current positions for each job title

Indicate number of future positions for each job title

Indicate salary for each job title

Indicate number of employers who gave preference for:
on-line/distance technology_____
evenings_____
weekends_____
at company site _____

Indicate any type of support employers will give for support of the proposed degree/certificate program

Summarize the skills needed for employment in the positions listed

Summarize any additional information provided by prospective employers

Employer Needs Survey Form (2)
Career and Technical Education Certificate/Degree Programs

Date_____
        Institution_____
Return this survey by email
to_____ by date:
_____
                    (Institution provide email address above)

Proposed Degree/Certificate
Program_____
___
Brief description of the
program_____
_____
_____
_____
_____
_____

Employer_____Type of
Company_____
Contact Person_____ Position
Title_____
Email_____ Telephone
number_____
1. List job titles with your company that require employees to have the knowledge and skills
   obtained from the proposed certificate/degree
   program_____
   _____
2. Indicate the type of degree/certificate required for each job title listed in
   #1?_____
3. Indicate the certification/licensure required for each job title listed in
   #1?_____
4. How many positions do you currently have for each job title listed in
   #1?_____
5. How many position openings do you currently havefor each job title listed in #1?
   _____
6. If no openings now, when do you anticipate having openings for the positions listed in #1?_-
   _____
7. How many position openings will you have the next 2–5 years for job titles listed in
   #1?_____
8. What is the hourly salary for each position listed in
   #1?_____
9. Would you give hiring preference to applicants with the proposed
   degree/certificate?_____
10. Indicate the number ofemployees who would benefit from enrolling in selected coursework in the
    proposed certificate/degree program_____   Will you provide tuition
    assistance?_____

11. Would it be helpful for your employees if the courses were offered by on-line/distance technology, evenings, or weekends?_____ Indicate your preference
_____

12. Indicate the type of support your company will provide for the proposed degree/certificateprogram, such as,program start-up funds, provide an internship site, part-time faculty, tuition reimbursement, employee release time, or equipment?_____
_____

13. Will you or a co-worker serve on the institution's program advisory committee?_____
(Provide name of employee and email _____)

14. Indicate the skills individuals would need for employment in the positions listed in #1.
____Interpersonal communications   ____Supervision/Management   ____Budgeting
____Written/Oral communications ____Leadership/Initiative   ____Data analysis
____Team work   ____Planning/Organizing   ____Clerical
____Independent worker   ____Conflict resolution   ____Welding
____Analytical reasoning   ____Computer programming
____Repair/Maintenance
____Foreign Language (specify)_____
____Other skills not listed
(identify)_____

15. How will this proposed degree/certificateprogram benefit your local community?

16. Provide any additional comments about the proposed degree/certificate program.

Employer Needs Survey Form (3)

Date_____

Institution_____

Return this survey by email

to_____ by date:

_____
(Institution provide email address above)

**Proposed Degree
Program_____
_____**

**Brief description of the
program_____
_____**

_____
_____

_____
_____

Employer_____ Type of
company_____
Contact Person_____ Position
Title_____
Email_____ Telephone
number_____

17.   List job titles with your company that require employees to have the knowledge and skills
        obtained from the proposed degree
        program_____
        _____

18.   List the degree required for each job title listed in
        #1_____

19.   Indicate the certification/licensure required for each job title listed in
        #1?_____

20.   How many positions do you currently have for each job title listed in
        #1?_____

21.   How many position openings do you currently have for each job title listed in #1?
        _____

22.   How many position openings will you have the next 2–5 years for each job title listed in #1?
        _____
        _____

23.   What is the annual salary for each position listed in #4
        &#5?_____

24.   If no openings now, when do you anticipate having openings for the positions listed in #1?
        _____

25.   Would you give hiring preference to applicants with the proposed
        degree?_____

26.   Indicate the number of employees who would benefit from enrolling in selected coursework in the proposed degree program?_____ If yes, would you provide tuition assistance?_____

27.   Would it be helpful for your employees if the courses were offered online/distance technology, evenings or weekends?_____ Indicate your preference _____

28.   Indicate the type of support your company will provide for the proposed degree program, such as, program start-up funds, provide an internship site, part-time faculty, tuition reimbursement, employee release time, or equipment?_____

29.   Will you or a co-worker serve on the institution's program advisory committee?_____

                                                                        (provide name of
                                                                        employee & email)

30.   Indicate the skills individuals would need for employment in the positions listed in #1.
        ____Interpersonal communications   ____Supervision/Management____Budgeting
        ____Written/oral communications   ____Leadership/initiative   ____Data analysis
        ____Team work   ____Planning/Organizing   ____Public Speaking
        ____Independent worker   ____Conflict resolution   ____Marketing
        ____Analytical reasoning   ____Problem Solver   ____Teacher/Trainer
        ____Computer programming   ____Computer applications   ____PowerPoint Presentations
        ____Foreign Language (specify)_____
        ____Other skills not listed (identify)_____

31.   How will this proposed degree program benefit your local community, the state, region or nation?

32.   Provide any additional comments about the proposed degree program.

APPENDIX G – MOU GUIDELINES

MEMORANDUM OF UNDERSTANDING (MOU)
(Below are some guidelines for MOU's)

Institutional/Agency Partners

Contact persons
Mailing address, telephone, e-mail

Objectives of Partnership

Professional development/career advancement
Degree completion (Provide semester by semester curriculums for both the two-year and four-year institutions)
Internships
Contract courses
Concurrent/dual enrollment (high school students)
Other

Terms of Agreement

Courses/degrees offered
Recruitment strategies
Admission requirements
Number of courses/credit hours

Resources/Support Services Provided by Each Institution/Agency Faculty/staff
(number full-time, part-time, FTE)
Facilities: classroom/laboratories; administrative/faculty offices
Online admissions/registration
Distance technology instruction/online academic support
Library

Costs
Total
Per institution/agency
Tuition and fees
Grants
Fund collection/distribution

MOU Review/Renewal
Review period
Modifications to agreement/notice required
Review committee and approval
Effective Date of Agreement
Termination Date of Agreement

Signatures of Institutional/Agency Presidents or Chancellors

APPENDIX H – ASSIGNMENT OF CREDIT HOURS

Assignment of Credit Hours

The assignment and award of credit hours at Arkansas State University – Mountain Home conforms to commonly accepted practices in higher education. ASUMH participates in, Title IV federal financial aid, and so, must demonstrate that the college has policies determining the credit hours awarded to courses and programs in keeping with commonly-accepted practices and with the federal definition of the credit hour, and that the college also has procedures that result in an appropriate awarding of institutional credit in conformity with the policies established by the institution.

Arkansas State University – Mountain Home's Credit Hour Definition:
A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:
(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
(2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by Arkansas State University – Mountain Home, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)

Federal Credit Hour Definition: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:
(1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)

Important to note:

Similar to the definition of a credit hour in §600.2, §668.8(I)(2) provides ASUMH with the flexibility to take into account out-of-class student work in determining the credit hours that may be used for Federal purposes. [Guidance issued 3/18/2011]

While there is no "seat time" requirement implicit in the definition of a credit hour, when offering asynchronous online courses, ASUMH must to determine the amount of student work expected in each online course in order to achieve the course objectives, and to assign a credit hour based on at least an equivalent amount of work as represented in the definition of credit hour. [Guidance issued 3/18/2011]

In general, a week of instructional time is any seven-day period in which at least one day of regularly scheduled instruction or examination occurs; instructional time does not include vacation time, homework, or periods of counseling or orientation. Thus, in any

seven-day period, a student is expected to be academically engaged through, for example, classroom attendance, examinations, practica, laboratory work, internships, and supervised studio work. In the case of distance education and correspondence education, academic engagement would include, but not be limited to, submitting an academic assignment; taking an exam, an interactive tutorial, or computer-assisted instruction; attending a study group that was assigned by the institution; contributing to an academic online discussion; and initiating contact with a faculty member to ask a question about the academic subject studied in the course. **Merely logging into the electronic classroom does not constitute academic engagemen**t.

Even though a student's homework, research, or other unsupervised student work is not considered in determining the weeks of instructional time in an educational program, such student work would be considered in determining the number of credits to be awarded for a student's coursework. (Note: ASUMH financial aid administrators are familiar with these and other title IV student financial aid concepts. Academic personnel are expected to consult with financial aid staff to ensure credit hours are appropriate with the administration of title IV funds.) [Guidance issued 3/18/2011]

APPENDIX I – ASUMH CURRICULUM COMMITTEE ACTION FORM

Committee Action Plan

1. Action Forms should be submitted to the Curriculum Committee Chair at least 2 days prior to the scheduled meetings. Regular meetings are scheduled on the first Friday of each month.

2. Faculty member to complete the Action Form, including the signature of Program Director and Dean of the Appropriate School.

3. Course numbers will be assigned by the Registrar's Office after approval by the Curriculum
Committee and the VC of Academic Affairs. Course numbers may be submitted in a basic format with missing numbers, ie. 1XX2 or 2XX3.

4. Once the Curriculum Committee has approved an item, the back page of the Action Form should be completed by the Curriculum Committee Chair/Secretary.

5. The completed Action Form (front & back) will then be sent:
   • To the Vice Chancellor of Academic Affairs for approval

6. The Vice Chancellor of Academic Affairs will determine if there is a need for the item to be presented to ADHE for either approval or notification.

7. Once the appropriate action has been taken by ADHE (or no action) the Vice Chancellor of Academic Affairs will request his Administrative Assistant to distribute the final approved changes to the following:
   • Catalog
   • Webpage
   • Dean of the appropriate school
   • Degree Check Sheet Editor

ASUMH Curriculum Committee
Action Form

Date Submitted: **Proposed By:**   **School:**

Action Requested:

New Program	Approval	OR	Notification
Core Curriculum Change	Approval		Notification
New Courses	Approval		Notification
Course Description Change	Approval		Notification
Degree Plan Change	Approval		Notification
Other	Approval		Notification

Description of Proposal: (Please attach supporting documentation if available)

Approvals:

Program Director:	Date:
Dean:	Date:

Curriculum Committee Action: **Date:**

Approval ☐   Denial ☐   Need More Information ☐

1. **CREATION OF NEW COURSE _____ ADDING COURSE TO EXISTING DEGREE/CERTIFICATE** This form is to be used by the Academic Affairs Office to communicate curriculum changes which have completed the approval process. (Curriculum Committee, ADHE, HLC etc.)

Subject Prefix:	
Course Number:	
Semester Credit Hours:	
Course Title:	
Degree(s) Affected:	
What Date Should This Change Become Effective?	

2. Adding A NEW DEGREE EMPHASIS AREA, CP, TC, OR DEGREE
(Please attach details of the new degree emphasis, CP, TC or degree to this document)

Name of new or existing degree and emphasis area:	CIP Code:
Name of new CP:	Degree Code:
Name of new CP:	
Name of new degree:	
What date should this change become effective?	

3. CHANGE IN EXISTING COURSE

From this:	To This: (complete only those categories being changed)
Subject Prefix:	Subject Prefix:
Course Number:	Course Number:
Semester Credit Hours	Semester Credit Hours
Course Title:	Course Title
Degree(s) Affected:	Degree(s) Affected:
	What date should this change become effective:

PLEASE ATTACH A CURRENT DEGREE AND/OR CERTIFICATE CHECK SHEET WITH EDITS INDICATING CHANGES REQUESTED BY THIS FORM.

_____
_
Vice Chancellor of Academic Affairs/Date

ADHE or other approving agencies approval date: _____or NA
Effective Date: _____

APPENDIX J – CURRICULUM DEVELOPMENT FLOWCHART

```
┌─────────────────────────────────┐
│       External Analysis         │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│   Program Advisory Committee     │
│      and Program Faculty         │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│          School Dean            │
└─────────────────────────────────┘
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┌─────────────────────────────────┐        informs        ╭──────────────╮
│      Curriculum Committee        │ - - - - - - - - - - ▶ │ ASUMH / SGOC │
└─────────────────────────────────┘                       ╰──────────────╯
                │
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│       Chancellor's Cabinet       │
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│  Board of Visitors, Board of     │ - - - - - - - - - - ▶ │ Financial Aid│
│     Trustees,  AHECB             │                       ╰──────────────╯
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