Office of Academic and Student Affairs

Associate Vice Chancellor

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UNIVERSITY SYSTEM
of MARYLAND

Academic Program Actions

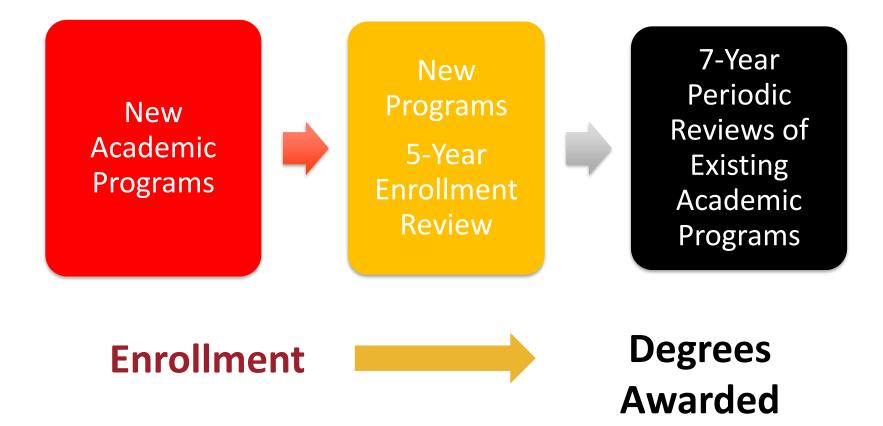# Overview

Academic Program Actions

- **New Academic Programs**

- **New Programs 5-Year Enrollment Review**

- **7-Year Periodic Reviews of Existing Academic Programs**

Relationship Between Academic Program Actions

New Academic Programs → New Programs 5-Year Enrollment Review → 7-Year Periodic Reviews of Existing Academic Programs

Enrollment → **Degrees Awarded**

Academic Programs

Degree Programs

- Bachelor's
- Master's
- Doctorate

Certificate Programs

- [New Certificate Programs within an existing degree area](#).
    - Upper-Division Certificates,
    - Post-Baccalaureate Certificates,
    - Certificates of Advanced Study, and
    - Professional Certificates
- [New Stand Alone Certificate](#)

Program Proposal Submission

http://www.usmd.edu/usm/academicaffairs/academic_programs

1. After the internal process is completed, Provost/Vice President's office should submit a letter of intent to USM Office of Academic Affairs (USM OAA). The form is available at: http://www.usmd.edu/usm/academicaffairs/academic_programs/loitemplate.doc

2. The letter of intent is disseminated to the USM Academic Affairs Advisory Council (provosts and vice presidents). Institutions are asked to review and to respond directly to the proposing institution's provost/vice president with comments, questions, or objections within 15 business days. (USM OAA is copied on responses.) If there are no objections, development of the formal program proposal should proceed.

Key Academic Program Action

3. The completed proposal should be submitted to the provost/vice president's office _____ days prior to the start of the program submission window. For the current window dates, go to: http://www.usmd.edu/usm/academicaffairs/academic_programs/propprog.html

4. The provost/vice president's office will review the proposal. If the proposal is found to be complete and consistent with institution, USM and MHEC requirements, the proposal will be submitted to the USM Chancellor with a copy to USM OAA and MHEC concurrently. For instructions and program proposal forms, go to: http://www.usmd.edu/usm/academicaffairs/academic_programs/NewPrograms.html

Academic Program Proposal

5. USM OAA will prepare the proposal with the Chancellor's recommendation for submission to the USM Board of Regents Education Policy and Student Life (EPSL) Committee for their review at the next scheduled meeting. The EPSL Committee makes a recommendation to the full Board at their next meeting. The EPSL Committee may recommend approval, request additional information, or recommend that the proposed program not be approved.

6. Action is taken by the full Board at their next meeting which is within 60 days of the submission to the USM.

Academic Program Proposal

7. MHEC will <u>concurrently</u> review the proposal. Within 10 business days, MHEC must either notify the institution that additional information is required or, if the proposal is deemed complete, disseminate to all Maryland higher education institutions for comment. Institutions are given 30 days to comment/object. If there are no objections, MHEC must take action within 60 days of receipt of a completed proposal.

Academic Program Proposal

Substantial Modification to Existing Program

- An institution shall submit a [program proposal] for a substantial modification to *(Effective May 7, 2018 New Distance Education Submission Regulations)*:

- change more than 33 percent of an existing programs course work;

- convert more than 50 percent of a program previously approved for offering in a distance education format to a classroom or site-based learning format, or convert more than 50 percent of a program previously approved for offering in a classroom or site-based learning format to a distance education format;

- establish a new area of concentration within an existing program, and/or;

- establish a new program title within an approved program.

- offer an existing program as an off-campus program

NEW PROGRAM 5-YEAR ENROLLMENT REVIEW

- Serves as an integral part of the ongoing USM program review process

- Provides projected and actual enrollment data

- Affords the campuses the ability to evaluate the viability of the program

- Foundation for the 7-year periodic reviews of existing academic programs

NEW PROGRAM 5-YEAR ENROLLMENT REVIEW

New Program Enrollment Review Fall 2016 - Fall 2020

Inst.	HEGIS	Program Name	Degree Level	Approved	Enrollments									
					Fall 2016		Fall 2017		Fall 2018		Fall 2019		Fall 2020	
					Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual
UMB	120100	Palliative Care	MS	6/10/16	20	0	50	61	63		64		68	
UMCP	070101	Information Science	BS	10/6/15	50	91	100	367	150		200		200	
UMCP	050300	Business Analytics	MS	4/15/16	30	0	30	74	40		41		42	
UMCP	210200	Public Policy	BA	6/10/16	50	0	100	78	200		300		300	

580

7-Year Periodic Reviews of Existing Academic Programs

- Existing academic programs submit a report every seven years

- A rigorous review process

- Reports format is standardized

7-Year Periodic Reviews of Existing Academic Programs

- Reports include information on:

  - Enrollments and degrees awarded,

  - Internal self-study conducted at the departmental level,

  - External review conducted by external reviewers who submit a report that becomes a part of the full periodic program review report, and

  - Institutional recommendations and actions

7-Year Periodic Reviews of Existing Academic Programs

- Dean and provost review the full report prior to submission to USM

- Report reviewed by the USM Office of the Senior Vice Chancellor for Academic and Student Affairs

- Comments are shared with the institutions for appropriate action prior to final submission to the Chancellor

https://www.usmd.edu/usm/academicaffairs/academic_programs

7-Year Periodic Reviews of Existing Academic Programs

ANNUAL SCHEDULE FOR REVIEWS OF EXISTING ACADEMIC PROGRAMS

Activity	Date
Institutions submit draft reviews of existing academic programs to USM Office of Academic Affairs (OAA) for comment.	October 1
USM OAA returns draft reviews to institutions for revision, if necessary.	October 15
Institutions submit final versions of reviews to USM OAA.	November 1
The BOR Committee on Education Policy and Student Life (EPSL) acts on final versions of reviews.	January meeting of EPSL

7-Year Periodic Reviews of Existing Academic Programs

Format for Reports on Periodic Review of Academic Programs

Institution:

Academic unit:

Program(s) reviewed:

Year in which the review process was Completed and Names(s) of External Reviewer(s):

Enrollments and Degrees Awarded for Each of the Past Five Years in This Program:

7-Year Periodic Reviews of Existing Academic Programs

Summary of the **INTERNAL AND EXTERNAL REVIEW:** (Include major findings and recommendations for action. For external reviews associated with regional or programmatic accreditation, please indicate accrediting group and context in which the review occurred.)

Departmental/college/institutional action plan for addressing recommendations, including mechanisms for following up and assessing progress

Submitted by:

Date of submission:

Q & A

THANK YOU

University System of Maryland