



# Improving the Program Approval Process

# Background

## Two Major Types of Program Approvals

### Master Plan Amendment

- New Degree Level:  
(Associates to Bachelors)
- New Degree Area:  
(Currently offer Bachelor's degrees in Business and Health,- Proposal is to offer degree in Social Sciences)
- New Location (Branch Campus and Extension Center)

### Program Registration

- New Programs
- Change in an existing program  
(Bachelors in Business to Bachelors in Business Marketing)

# Improving the Program Registration Process

## Minimal changes to a degree program

These institutions have already demonstrated their ability to meet requirements through the Master Plan Amendment process. (e.g., library services, financial resources, admission requirements, administrative responsibilities, academic advising, access to academic records, etc.). The institution's will still need to provide assurances, signed by the President, that they continue to meet all regulatory requirements.

# Improving the Program Registration Process

## Use of Electronic Filing System

- Institution applies electronically
- Institution self-selects action requested
- Program review is focused on essential indicators and assurances:
  - A list of new courses
  - Faculty for the new courses
  - A suggested sequence of study for on-time completion
  - How student outcomes will be measured

# Improving the Program Registration Process

**NYSED will provide detailed guidance on its web site and directly in the electronic application**

## **Example:**

**Section of Regulation: 52.2(b)(1) – All members of the faculty shall have demonstrated by training, earned degree, scholarship, experience....**

**Description of Regulation – Faculty have appropriate educational training or expertise, including advanced study in the subject they teach**

**Suggested Evidence – List the faculty assigned to teach each course and their qualifications for that course**

# Improving the Program Registration Process

## **Review Process**

A reviewer will be assigned on the day the application is submitted

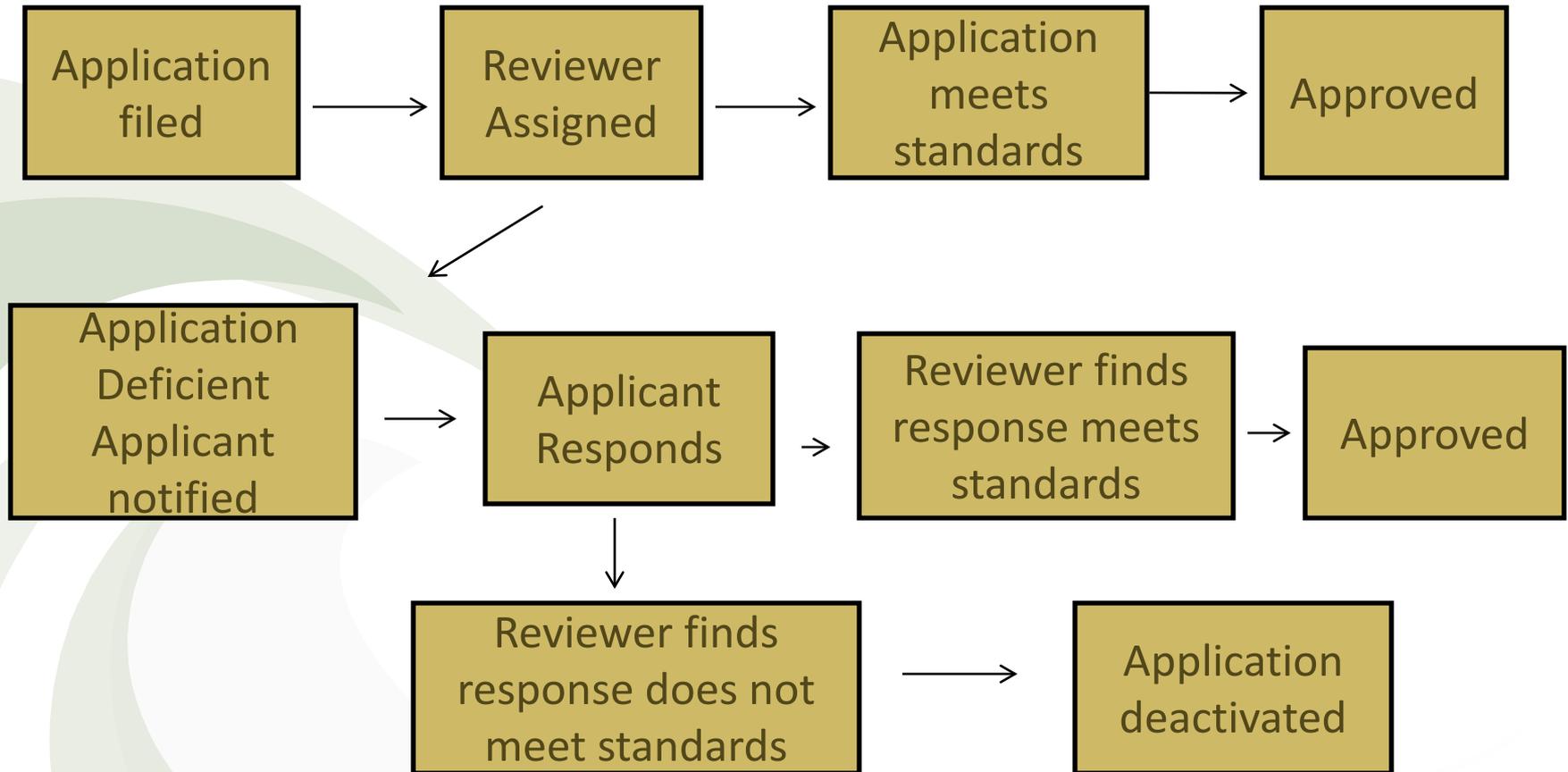
The application will be reviewed within 30 working days of receipt. If there are no deficiencies, the application will be approved.

If there are deficiencies, the institution will be notified

The institution will be reminded at 20 working days that it has not responded.

If the institution does not respond within 30 working days, or the response is deficient, the application will no longer be reviewed and the applicant will have to resubmit.

# Proposed Program Registration Process



# Improving the Master Plan Amendment Process

- **The institutions will use the same electronic filing system**
  - **New College in New York**
  - **New Degree Level**
  - **New Degree Area**
  - **New Location (Branch Campus and Extension Center)**

# Improving the Master Plan Amendment Process

- **Applications submitted electronically.**
- **All information on the application must be completed or cannot be submitted.**
- **NYSED will provide detailed guidance on its web site and directly on the electronic application.**
- **The application will be assigned to the designated OCUE liaison on the day the application is submitted.**
- **A complete college profile must be included: Enrollment, graduation and retention rates, financial aid, diversity of students and faculty, tuition and fees, scholarships, default rates and job placement data.**

# Improving the Master Plan Amendment Process

## Review Process

- The application will be reviewed within 30 working days of receipt. If there are no deficiencies, the application will be advanced in the process.

If there are deficiencies, the institution will be notified.

The institution will be reminded at 20 working days that it has not responded. If the institution does not respond within 30 working days, or the response is deficient the application will no longer be reviewed and the applicant will have to resubmit.

If application is reviewed and no deficiencies are identified, a canvass will be conducted within 30 days (Pursuant to Chapter 82 of the Laws of 1995)

# Improving the Master Plan Amendment Process

## Review Process

If deficiencies are found, a canvass will be conducted within 30 working days of receiving an acceptable response from the institution

If a public hearing is requested, an additional 60 days will be required (Pursuant to Chapter 82 of the Laws of 1995)

Review and analysis of the canvass or hearing will be done within 30 days

Within 30 days, or at the next possible Board meeting, provide the Board with complete analysis of the proposal and staff's recommendations.

# Improving the Master Plan Amendment Process

**Out-of-State Institutions seeking to operate in New York will be required to submit a letter of intent during a prescribed period**

## **Letter would include:**

- Detailed description of the institution and its accrediting body

**The courses and degrees it seeks to offer**

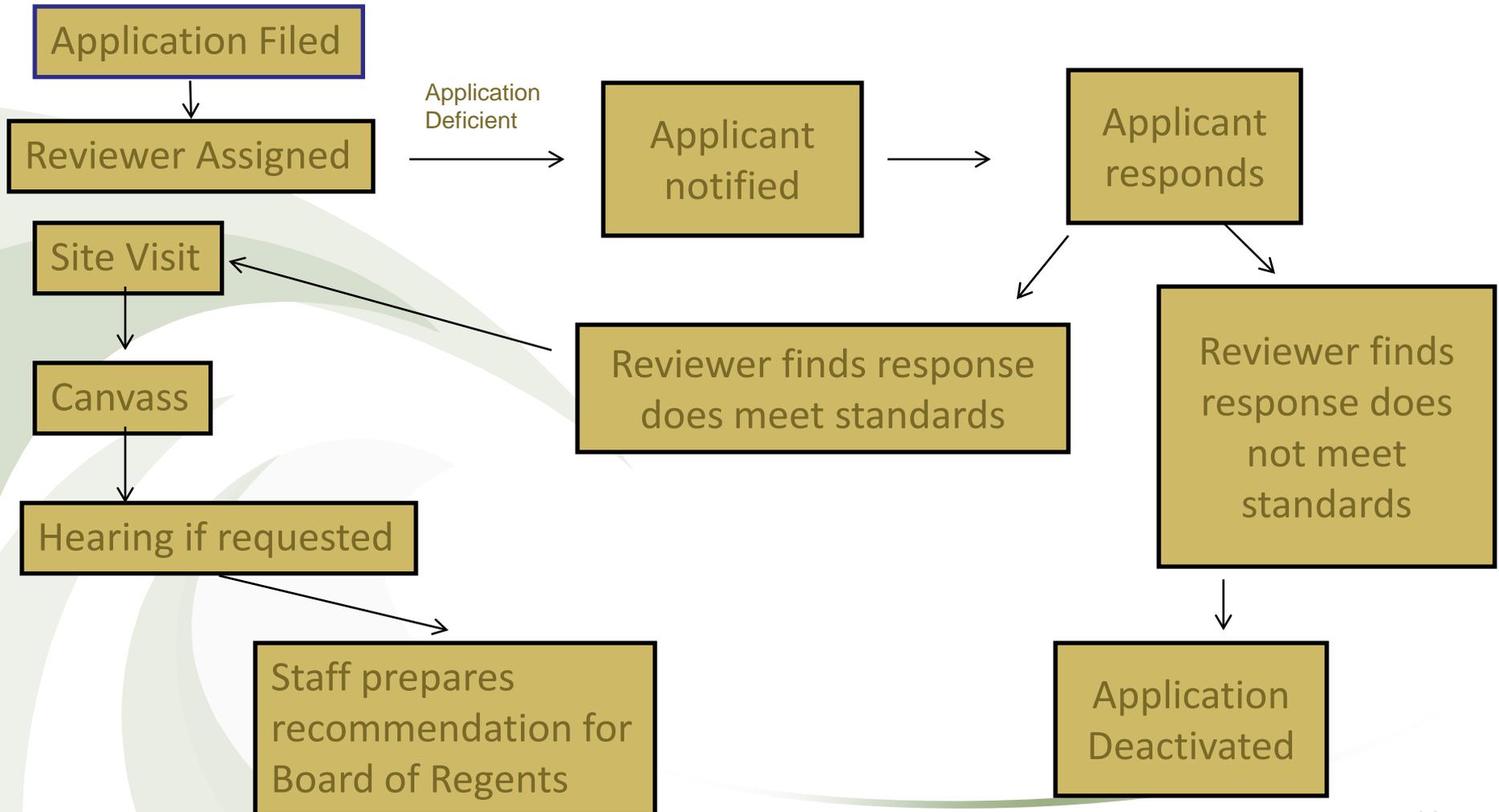
**A professional analysis of the economic need for its program, the uniqueness of its program and the demand/job opportunities for its graduates**

# Master Plan Application Timeline

- **The letter of Intent for out-of-state institutions must submitted during two time periods**
  - **July 1<sup>st</sup> – August 1<sup>st</sup>**
  - **February 1<sup>st</sup> – May 1<sup>st</sup>**

**The Department will review the letter of intent and if it is incomplete or does not clearly provide the requested information it will not be accepted and the applicant will not be permitted to apply during that cycle.**

# Improving the Master Plan Amendment Process



# Transition Plan

## Proposed Timeline

- **Consult the Board regarding proposed changes in process (June 2012)**
- **Post updated guidance for applicants (July 2012)**
- **Engage the field regarding proposed changes and formal date for implementation (September 2012)**

# Transition Plan

- **Inform all current applicants of the proposed changes in process and begin to implement with flexibility.**
  - **Applicants will be asked to respond to deficiencies in their application within 30 days.**
  - **We will provide some flexibility on this as we transition to new process.**
  - **However, applicants who submit incomplete applications or offer deficient responses to inquiries will begin to have their applications deactivated.**