

**Missouri Department of Higher Education**  
**Five Year Review of Provisionally-Approved Programs**  
**Addendum to the CBHE Policy for Review of Academic Programs**

**Statutory Authority**

Chapter 173 of the Missouri Statutes charges the Coordinating Board for Higher Education with several responsibilities, including:

- ... approval of proposed new degree programs to be offered by the state institutions of higher education . . . (Section 173.005(1), RSMo)
- ... collect the necessary information and develop comparable data for all institutions of higher education in the state . . . (Section 173.005(8), RSMo)
- ... requesting the governing boards of all state-supported institutions of higher education and of major private institutions to submit . . . proposed policy changes . . . and make pertinent recommendations relating thereto . . . (Section 173.030(1), RSMo)
- ... recommending to the governing board of any institution of higher education in the state the development, consolidation or elimination of programs, degree offerings, physical facilities or policy changes where that action is deemed . . . in the best interests of the institutions . . . (Section 173.030(2), RSMo)

Effective July 1, 2011, the CBHE began giving a five-year provisional approval to all new academic programs proposed by public institutions. After five years the provisionally-approved program will be reviewed again by the CBHE. Based on this review, the CBHE may approve the program unconditionally; require a follow-up review of the program in two years; or disapprove the program.

**Methodology for MDHE Review**

The CBHE has guidelines in place as part of the initial provisional program review process requiring institutions to provide evidence of the following:

- Alignment with institutional mission
- Demonstrable need based upon projected societal, occupational, and student needs
- Programs are not unnecessarily duplicative
- Program structure
- Efficient use of resources
- Benefits of collaboration

The CBHE has also identified the following criteria for existing program review:

- Centrality to the institution's mission
- Objective evidence in meeting statewide needs or goals
- Maintaining a critical mass of majors
- Graduate annually an average, calculated over the prior three years, of at least ten graduates for associate/bachelor's programs; five for master's programs; and three for doctoral programs.

For the five-year review, MDHE requests that the institution review and confirm enrollment and graduation data for the program, a brief summary of program performance, and other materials or information at the institution's discretion.

### Review Criteria

The following are the criteria for the five year review of provisionally-approved programs:

#### **Criteria 1: Actual versus projected enrollment data (5 years)**

Data collected: Original program proposal student enrollment projects; MDHE EMSAS or IPEDS

#### **Criteria 2: Satisfactory Academic Progress**

Data collected: Number and percent of full-time students making satisfactory academic progress, e.g. having completed 24 credits with a 2.0 GPA; IPEDS or EMSAS

#### **Criteria 3: Student Retention**

Data collected: Number and percent of full-time students retained in program; IPEDS or EMSAS

#### **Criteria 4: Actual versus projected completions (3 years)**

Data collected: Average annual number of graduates calculated over the prior three years, of at least 10 majors at the associate or baccalaureate degree level, five majors at the master's degree level, and three majors at the doctoral degree level.

#### **Criteria 5: Assessment Results (5 years)**

Data collected: Submit assessment results and explain the how the results have been used to make improvements to the program. Provide information on student learning outcomes for the program and how the SLO's were evaluated.

#### **Criteria 6: External Awards or Recognition**

Data collected: Describe any external awards or other recognition of the students, faculty, and/or program over the past five years. Include any awards from disciplinary associations, nonprofit organizations, governmental agencies, or any external entities that recognize the accomplishments of this program. Describe accomplishments related to student work, faculty teaching and research, and other elements of your program. Describe any specialized accreditation attained by the program.

Upon completion of the review, programs will be recommended for one of three levels:

- **Full Approval**
- **Recommended Termination of Program**
- **Continued provisional review with follow-up in two years**

### Procedure

1. MDHE will identify programs to be reviewed and send an initial letter to the institution informing of the review and the timeline for the review.
2. MDHE will develop a preliminary report with analysis and findings based on the criteria above and send to the institution. For programs recommended for termination, MDHE

will ask the institutions to submit the actions they will take on low performing and duplicate programs.

3. Institutions with programs preliminarily recommended for deletion or inactivation will be provided the opportunity to confirm or submit corrected data to MDHE for review and additional comment.
  - a. If an institution intends to delete or inactivate the program, institutions will be asked to submit a FORM PC indicated program is to be deleted/inactivated.
  - b. If an institution intends to keep the program, it must justify that decision to the MDHE by submitting a narrative summary and appropriate documents and data supporting one of the following justifications:
    - i. Incorrect data
    - ii. Centrality of program to institutional mission
    - iii. Program supports other existing programs
    - iv. Program meets statewide needs
  - c. MDHE staff will review responses from institutions and submit final findings to the institution.
4. MDHE staff will submit the final findings report with recommendations to the CBHE.