

## **AGENDA ITEM SUMMARY**

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Five-Year Provisional Program Review  
Coordinating Board for Higher Education  
February 2, 2017

### **DESCRIPTION**

Effective July 1, 2011, the CBHE began giving provisional approval to all new academic programs proposed by public institutions, with subsequent review in five years. This past September, the CBHE approved the specific criteria the MDHE will use to review provisionally approved programs. This item presents to the CBHE the first set of provisionally approved programs for further action.

### **Background**

Between 2000 and 2010, the proliferation of new academic programs resulted in a special Statewide Review of Existing Academic Programs, which was completed in February 2011. One recommendation resulting from the review was provisional approval for new academic programs— withholding unconditional approval of an academic program until the program could demonstrate that it was performing as projected.

On July 1, 2011, the CBHE began giving provisional approval to all new academic programs proposed by public institutions. In September 2016, the CBHE approved a methodology, developed by the MDHE in consultation with the chief academic officers of both the two-year and four-year sectors, for the five-year review and assessment of provisionally approved programs (see Attachment A). Upon completion of the five-year review, MDHE staff will make one of three recommendations:

- Full approval;
- Disapproval and termination of the program; or
- Continued provisional status with a follow-up review in two years.

The programs presented with this agenda item (see table below) were the first programs approved provisionally. All subsequent CBHE meetings will likely include recommendations for further action on provisionally approved programs.

### **Programs Currently under Review**

Using the CBHE-approved methodology, MDHE staff evaluated each program's relevant data and consulted with institutional representatives about the program's performance.

Of the programs under review, MDHE staff recommends the full approval for three programs, a two-year follow-up review for three programs, and the deletion of two programs. The remaining programs were previously deleted by the institution.

The following table summarizes these recommendations.

*Five Year Provisional Review  
 Summary of Recommendations*

<b>Institution</b>	<b>Program Name and Delivery Site</b>	<b>Program CIP Code</b>	<b>Recommended Action</b>
<b>St. Louis Community College-Wildwood</b>	AFA, Associate of Fine Arts	240101	Full approval
<b>State Fair Community College</b>	AAS, Health Information Technology	510707	Full approval
<b>State Fair Community College</b>	C1, Medical Office Assistant	510707	Full approval
<b>Missouri Southern State University</b>	BA, Music Industry	501003	Two-year follow-up
<b>Moberly Area Community College</b>	AAS, C1, Marketing/Management (off-site)	521401	Two-year follow-up
<b>Southeast Missouri State University</b>	MS, Organizational Management	521301	Two-year follow-up
<b>Three Rivers College</b>	AAS, C1, Geographic Information Systems	450702	Deletion
<b>University of Central Missouri</b>	BFA, Musical Theatre	500509	Deletion
<b>Crowder College</b>	C1, Accounting (main and off-site)	520301	N/A (IHE has deleted)
<b>Jefferson College</b>	AAS, Respiratory Therapy	510908	N/A (IHE has deleted)
<b>Missouri State University-West Plains</b>	AAS, Allied Health	510000	N/A (IHE has deleted)
<b>Northwest Missouri State University</b>	GRCT, Career and Technical Education (off-site)	131299	N/A (IHE has deleted)

**Conclusion**

Academic program review is an essential component for achieving the programmatic initiatives contained in *Preparing Missourians to Succeed: A Blueprint for Higher Education*. Program review provides a vehicle for ensuring that higher education programs are responsive to the knowledge and skills students need for a rapidly changing world and workplace, while ensuring efficient use of state resources.

**STATUTORY REFERENCES**

Section 173.005(1), RSMo – CBHE statutory authority to approve proposed new degree programs to be offered by the state institutions of higher education

Section 173.005(8), RSMo – CBHE statutory authority to collect the necessary information and develop comparable data for all institutions of higher education in the state

Section 173.030(1), RSMo – CBHE statutory authority to request 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(2), RSMo – CBHE statutory authority to recommend 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

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**RECOMMENDED ACTION**

**It is recommended that the Coordinating Board for Higher Education approve the actions listed in the Five Year Provisional Review Summary of Recommendations table contained in this board item.**

**ATTACHMENT**

Five-Year Provisional Review Policy

**Missouri Department of Higher Education**  
**Proposal for the 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.

**Proposed 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 and having sufficient resources and facilities to keep the program vibrant and viable.
- 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 proposed 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 projections; actual total enrollment in program since provisional approval; MDHE EMSAS or IPEDS

**Criteria 2: Satisfactory Academic Progress**

Data collected: Number and percent of full-time students making satisfactory academic progress, eg. 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 graduates at the associate or baccalaureate degree level, five graduates at the master's degree level, and three graduates 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 indicating the program 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.