

Indiana Commission for Higher Education
Academic Approval and Review Practices
Reflects Discussion by the Commission on October 19, 2012

Review by Academic Affairs and Quality (AA&Q) Committee

1. No proposal for a new degree program, school, or college will come to the Commission for action without first being discussed by the AA&Q Committee.
2. Proposals to be reviewed by the AA&Q Committee will be made available¹ in advance of the Committee meeting, at which they will be discussed.
3. At each meeting of the AA&Q Committee, the status of all proposals pending before the Commission will be reviewed.
4. Following discussion by the AA&Q Committee, proposals can be brought by the staff for action by the Commission.
5. The default action format for proposals discussed by the AA&Q Committee and brought to the Commission for action is as an expedited item, unless an AA&Q Committee member or the staff determines it should be a regular action item with a presentation by the institution and discussion by the Commission.
6. If a proposal is to be brought to the Commission for action, the full Commission will be notified of that fact immediately following the AA&Q Committee meeting, with an indication of whether it will be brought as an expedited or regular action item and with access to the proposal.
7. Any Commission member may determine that an expedited item should instead be considered as a regular action item by notifying staff.

¹ All new program, school, or college proposals will be posted on the CHE web site after receipt under “Degree Programs Pending” at <http://www.in.gov/che/2755.htm>.

8. Once the agenda is published, expedited action items will not be subject to discussion at the Commission meeting and Commission members will simply vote on them.

Requests Handled Through Routine Staff Action

The following degree program-related requests can be handled through routine staff action and do not need to be brought to the Commission for action:

1. Changes to program names and degree designations, such as adding a B.S. to a B.A. or an A.S. to an A.A.S.;
2. Adding a certificate to a degree – such as a T.C. to an A.S. or A.A.S. – when the curriculum for the certificate is drawn entirely from the degree curriculum;
3. Adding Ivy Tech campuses and off-campus locations for existing programs at Ivy Tech;
4. Adding off-campus locations within the campus service area for existing programs at an IU or Purdue regional campus;
5. Changing a degree designation, such as a B.A. to a B.F.A., except at the doctoral level, e.g. an Ed.D. into a Ph.D.;
6. Merging two separate programs into a single program; and
7. Delivering an existing, on-campus program through distance education, provided the request is consistent with the *Policy on Approving Distance Education Programs* passed by the Commission on May 11, 2012.

In all cases involving requested changes through routine staff action, staff may request any additional information deemed necessary and may bring actions to the AA&Q Committee for discussion if circumstances warrant it.