Memo: Level II Follow-up   Revised April 22, 2018

The Office of the Commissioner proposes to implement a follow-up on academic programs approved through the Level II process. Currently, the Level II New Academic Program process requires campuses to justify the need and forecast costs, revenues, enrollment and graduates five-years out for new degree programs of 30 or more credits and for minors where there is not a corresponding major. While OCHE gathers this information, there is currently no follow-up to assess whether a new program is achieving its aims or to request information from programs falling behind their projections as to how they plan to adjust.

The system Chief Academic Officers, Chief Fiscal Officers, and Two-year CEOs have each had several opportunities to review this proposal and have contributed enormously to its development. Their advice and input has led to a proposal that should identify programs that need further scrutiny while avoiding duplicative paperwork for programs that are largely on track.

The follow-up process will be active on Level II new academic program proposals approved by the board of regents from May 2018 moving forward. The three community colleges will be exempt from this process as each has a local board that already conducts a similar review of new programs.

Proposed Process

- Newly approved programs will be reviewed after their second and fourth year of operation.
- Each September, OCHE will calculate annual unduplicated headcount enrollment (from declared majors/minors) in academic programs slated for review.
- Programs whose actual headcount is less than 70% of projected will be invited to submit further data and provide a written explanation.
- This information will be reviewed by OCHE staff and will appear as an information item on the November BOR agenda. Program reviews under BOR Policy 303.3 are also presented at this meeting.

What will this accomplish?

- Reinforce BOR commitment to campus program review
- Encourage campuses to accurately project program enrollment and finances in Level II proposals
- Encourage campuses to have students declare programs of study early
- Identify recently approved programs that may not have sufficient demand