Outline

1) University of North Carolina system requirements

2) SACSCOC requirements

3) Strategies to identify a program CIP code, workforce, and program demand

4) Conclusion

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UNC New Program Approval Process

- The UNC System Office (UNCSO) has an [Academic Programs](#) site containing the documents and resources necessary to submit a new degree program proposal.

- Step 1: The institutional Campus Program Coordinator (CPC) submits a "New Program Request" in the Program Request Portal (PREP).

- The request is submitted to UNC General Administration.

- Upon approval, the [Request for Preliminary Authorization](#) is submitted.

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UNC New Program Approval Process

- The UNCSO will review the Request for Preliminary Authorization and may request more information from the institution.

- Institutions are instructed to submit substantive responses to the request for more information.

- After the Preliminary Authorization is approved, the institution submits a [Request to Establish](#) with a submission deadline.

- Proposals are presented to the Board of Governors in September, November, February, and May.

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Undergraduate vs. Graduate

- Graduate programs take longer to complete the approval process due to the UNC Graduate Council review.

- Each level has a comment phase. The undergraduate comment phase opens after the Request to Establish is submitted. The graduate program comment phase opens before the Request to Establish.

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Strategies for the UNC Approval Documents

- Share UNC Request for Pre-Authorization and Request to Establish Resource Guide

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SACSCOC Requirements

- [SACSCOC Substantive Change Manual](#)
  - New Program - Notification requirements (p. 40)
    - "A new program with 25-49% new content is a significant departure from the institution's existing programs and requires notification prior to implementation."
  - New Program – Approval (p. 39)
    - "A new program with 50-100% new content is a significant departure from the institution's existing programs and requires SACSCOC approval prior to implementation."
  - Submissions to SACSCOC are sent by the SACSOC Liaison
    - "In order not to slow up the process anymore, please remember that ALL substantive changes are to be submitted to Dr. Kevin Sighter, Director of Substantive Change, and NOT to the President's Office. We are planning to have the Institutional Portal ready for online submissions of all documents, including the Compliance Certification, this spring. It's taken us a little longer to get the software written to accommodate this process, but it should be ready with March submissions." (email from Dr. Belle S. Wheelan, President of SACSCOC, January 6, 2023).

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What to Submit: New Program - Approval

- Common Content A, B, C, and D (pp. 68 -70)
- New Program – Approval "What to Submit" (pp. 81 - 82)

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SACSCOC Approval Timelines/Procedures

- "General Requirements
General requirements universally apply to most or all types of substantive change. They address obligations and processes by an institution and by SACSCOC. Specific requirements are addressed by substantive change type, organized by institutional changes, off-campus instructional site/additional location changes, and program changes."

- When can we implement our new program? (https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf, p. 5)

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New Program Advertising Consideration

- SACSCOC has a policy statement concerning [Advertising and Student Recruitment](#) that states:
  - "...In the case of programs that are awaiting SACSCOC's approval and inclusion in the institution's accreditation, the institution's communication with both external and internal constituencies clearly and consistently represent the program(s) as "pending approval by the Southern Association of Colleges and Schools Commission on Colleges.""

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Let's Identify A CIP Code!

- [2020 CIP/SOC Crosswalk](#)
- [The Classification of Instructional Programs](#)

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Let's investigate workforce demand!

- O*NET OnLine
  - Submit an Occupation Keyword Search
  - Locate "Projected job openings" and select North Carolina using the "State trends" drop down menu
  - Identify projected annual job openings

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Are NC's needs being met?

- [UNC Degrees Interactive Data Dashboard](#)
- How many students graduated with a degree in the field across the UNC system?
- Is there a demand for your program?

Conclusions

- Developing a new degree program requires extensive planning and coordination.

- Discuss new program ideas with your faculty colleagues, department chair and academic dean. Form a team!

- Collaborate with Academic Affairs early and often.

- Think of new degree proposals in terms of years, not months.

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