

**Interinstitutional Committee on Academic Program Planning (ICAPP)
Program Planning Process**

Frequently Asked Questions

The purpose of ICAPP is to provide a forum for consistent communication, transparency, feedback, collegial resolution of differences and exploration of partnership opportunities among Washington’s public four-year college and universities and the community and technical colleges. ICAPP serves this role for both new baccalaureate and graduate degree programs and existing programs for new locations and modalities at Washington’s public higher education institutions.

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GENERAL QUESTIONS

What is the recent history of degree program planning in Washington?

In 2011 the Washington State Legislature eliminated the Higher Education Coordinating Board. In 2012, state policymakers created the Washington Student Achievement Council. In creating the new agency, the WSAC no longer maintained responsibility for degree program approval.

WSAC continues to be responsible, as stated in [RCW 28B.77.080](#) and [RCW 28B.77.020](#), for approving, as an aspect of mission and mission change, whether certain major lines of study or types of degrees, including applied degrees or research-oriented degrees, are assigned uniquely to some institutions or institutional sector; and the creation by a private, non-profit college or university, in collaboration with a community or technical college, of off-campus or new degree programs.

To meet the need for continuous collaboration and communication with regard to degree program development and implementation among the state's public higher education institutions, the Interinstitutional Committee on Academic Program Planning, also known as ICAPP, undertook this work.

What is the purpose of ICAPP?

ICAPP's purpose is to provide a forum for communication, transparency and exploration of partnership opportunities among Washington's public baccalaureate institutions and the State Board of Community and Technical Colleges in the planning stages of both new baccalaureate and graduate degree programs and existing programs for new locations and modalities.

What is the role of ICAPP?

ICAPP assesses the work and processes developed by the committee, reviews current statewide degree goals and needs assessments, identifies and refers any outstanding program planning differences among members, identifies opportunities for collaboration and planning process improvements and share trends, emerging issues and questions with colleagues.

ICAPP does not have an approval role in the development and implementation of degrees. It is the primary entity for resolving concerns and/or disputes among institutions and seeks to establish a transparent and collaborative community of proactive engagement among institutions and sectors.

Who participates as a member of ICAPP?

Washington's public higher education institutions, including community and technical colleges and the public four-year college and universities, collaborate through ICAPP.

ICAPP members include a representative from each of the six public baccalaureate institutions, the executive deputy director of the State Board for Community and Technical

Colleges (SBCTC) or designee and the executive director of the Council of Presidents (COP), or designee. The executive director of the Council of Presidents or designee also serves as the ICAPP liaison to WSAC.

ICAPP is staffed by the Council of Presidents.

ICAPP PROGRAM PLANNING PROCESS

Who does the ICAPP Program Planning Process apply?

The ICAPP program planning process applies to three degree categories:

- Baccalaureate degrees, including bachelors of applied science degrees,
- Graduate degree programs (e.g.- masters, professional and doctoral); and
- Existing programs for new locations and modalities at Washington's public higher education institutions.

What constitutes the ICAPP Program Planning Process?

The ICAPP degree program planning process is structured in four degree stages:

- The Idea Stage
- Notice of Proposal Stage
- 30-Day Review Stage
- Waiting for External Approval Stage

What is the role of ICAPP at each stage of the process?

At each stage the role of ICAPP is to coordinate inter-institutional communication among and between sectors by providing a forum for consistent communication, transparency, feedback, collegial resolution of differences and exploration of partnership opportunities.

What is the Idea Stage?

In the Idea Stage a degree program is under consideration for proposal as a concept by an institution as a potential future degree program. This includes new baccalaureate or graduate degree program or an existing degree program for a new location or modality.

The concept behind the idea stage is to facilitate early collegial discussions among institutions. The degree program is only a concept. There are no deadlines or timelines associated with this stage. In addition, no documentation is required at this stage.

Institutions are encouraged to reach out to institutions if they have ideas for collaboration, issues or concerns at this stage. Community and technical colleges have access to a BAS Contact list and are encouraged to reach out to the contacts from the public universities in their region.

What is the Notice of Proposal Stage?

In the Notice of Proposal stage a degree program is considered to be a preliminary proposal. The degree program has moved beyond a concept and an institution is in the process of developing the program for potential implementation. Community and technical colleges often refer to this state as the “intent” to offer a degree.

At this stage, it is understood that the degree program is still under consideration and may or may not move to the next stage of the process as determined by the institution proposing the degree.

Institutions are required to provide documentation at this stage. The preliminary summary includes five parts:

- Program delivery: Where and how the program will be offered and number of credit hours.
- Rational for the Program: Context for the intent of the degree program and a description of the presence of similar programs, if they exist, at other institutions in-state as well as out-of-state.
- Key Outcomes: Description of the documented need for the program including student demand and demand for graduates in the degree program.
- Expected Enrollment: What is the expected enrollment
- Other Institutions Contacted: The inclusion of a list of institutions and who was contacted about the degree program or are in the process of contacting.

Similar to the Idea Stage the intent of the Notice of Proposal Stage is to facilitate early, collegial discussions among institutions. There are no deadlines or timelines associated with this stage. There is a gap between the Notice of Proposal Stage and the 30-Day Review Stage. The time between the stages is determined by the institution and the development of the degree at the institutional level.

What is the 30-Day Review Stage?

In the 30-Day Review Stage a degree program is considered viable and the institution is focused on implementation. This is the first formal step in the process in which an institution declares intent to implement a degree program.

This step aligns with the Guidelines for Proposal for the baccalaureate institutions and the Statement of Need for community and technical colleges.

Institutions are required to provide documentation at this stage. The 30-Day Summary or Statement of Need includes seven parts:

- Program Description: A description of the proposed program, including level, focus, overview of the curriculum, and brief rationale for offering the program at this time and/or place.

- Institutional Role and Mission: How the new program or location would result in any change in mission.
- Documentation of Need for the Program: Documentation of the need for the program, with emphasis on student demand including: a description of how the program and/or location will support the state's goals for higher education, identification of similar programs offered by other public or independent institutions in the region and how the proposed degree differentiates from similar programs, and identification of an option for collaboration.
- Format and Articulation: Where and when the program will be offered (day/evening/weekend/campus/distance/etc.) and, for undergraduate programs, the plan for articulation with associate degree programs, including any applicable major-ready pathways.
- Students: A description of the student population to be served and projected enrollments for five years.
- Resource Implications: The identification of whether the program will be state-supported or, for graduate and fee-based programs, the level of tuition to be charged, and any other significant resource implications.
- Other Institutions Contacted: The inclusion of a list of institutions contacted about the degree program.

The exception to the 30-Day Review Stage are new graduate degree programs at the University of Washington. These programs do not have a 30-day review. For these programs, the first stage of new program development is to submit a Planning Notice of Intent which will be distributed to UW stakeholders for a 14-day comment period. The outcome of this process is permission to develop a full program proposal. For more information: <https://grad.uw.edu/for-faculty-and-staff/creatingmodifying-programs/guidelines-for-new-degree-programs/>.

What is the Waiting for External Approval Stage?

A degree program in the Waiting for External Approval Stage is a program that has completed the 30-day review process.

Degree programs offered by a public four-year institution are awaiting approval by a board of trustees or regents and the Northwest Commission on Colleges and Universities.

Degree programs offered by a community or technical college are awaiting final approval by the State Board for Community and Technical Colleges. Programs are approved during the regular business meetings of the SBCTC Board scheduled throughout the academic year, usually three times a year.

What are the institutional steps in the ICAPP Program Planning Process for new degrees or changes to existing degrees?

There are eight major steps in the ICAPP Program Planning Process for new degrees or changes to existing degrees.

1. When institutions are ready, they provide degree programs at the Idea Stage and sometimes at the Notice of Proposal Stage to either the SBCTC, if the institution is a community or technical college, or COP, if the institution is a public four-year university or college.
2. COP then adds the degree at the appropriate stage to the “grid”, which is housed on the COP website.
3. The “grid” is updated each month. At the beginning of each month, COP reaches out to ICAPP members for updates to the “grid”. All updates received by the deadline, usually around the 15th of the month, are placed on the “grid” for that month. COP then shares the updated “grid” with ICAPP and the provosts of Washington’s public, four-year colleges and universities.
4. For the Notice of Proposal and the 30-Day Review Stages, an institution will submit the required documentation to either SBCTC or COP that will be shared with ICAPP.
5. Institutions will review the preliminary summary and determine if they are interested in further conversations about the proposal institutions will connect directly with the institutional lead of the program for further discussion. For the 30-Day Review Stage institutions are required to provide feedback within a 30-day period of time.
6. If there are concerns that remain after the institution-to-institution discussion, colleges and universities may request either COP or the SBCTC convene a meeting to further discuss the degree proposal.
7. If an institution does request a meeting, either COP or SBCTC staff will convene the meeting. At a minimum, the meeting will include the degree proposing institution, the institution(s) requesting the meeting, an institution with no position on the proposal and representatives from SBCTC or COP.
8. The intent of the meeting is to present and address opportunities and/or concerns early in the process in hopes of informing the next stage in the process.

What stages does an institution have to provide documentation?

For the ICAPP degree program planning process institutions are required to provide documentation for two of the four stages to ICAPP. The Notice of Proposal and 30-Day Review stages.

The Waiting for External Approval stage will likely require documentation required by external organizations, such as SBCTC, NWCCU or the institution.

When should an institution post a degree program on the grid in the Idea Stage?

Institutions are encouraged to include proposals that they are considering and are prepared to publicly discuss. The earlier a degree program can be added to the “grid” the easier it is to facilitate conversations among institutions.

What timelines are included as part of the process?

The only formal deadline is the 30-day review window to review a degree program. Institutions that have comments must provide them to the contact identified in the announcement within this window. There are no formal deadlines or time frames for the

Idea Stage or Notice of Proposal Stage.

How does an institution place a degree program on the “grid”?

Each institution or system has a process for degree development. The ICAPP representative for the institution or sector responsible for aligning this process with the ICAPP process. Institutions interested in viewing the “grid” should contact their sector representative.

How are changes in degrees or new degrees communicated?

Each stage for each degree is identified in the “grid”. The “grid” provides institutions with the most recent status of a new baccalaureate or graduate degree programs and existing programs for new locations and modalities and distinguishes between short-term and long-term planning.

In addition, ICAPP provides WSAC with new degree and certificate programs, options and locations; changes in title and/or CIP code of existing programs; and discontinued programs, options and locations to inform the agency’s statewide degree, certificate and location inventory.

How does the ICAPP program planning process align with the Applied Baccalaureate Degree implementation process?

Community and technical colleges notify the State Board of Community & Technical Colleges (SBCTC) when there is a proposed idea for a degree (Idea Stage) and when an institution identifies the intent to offer an applied baccalaureate degree program (Notice of Proposal Stage).

Community and technical colleges submit the notice of proposal within 12months prior to submitting the State of Need (30-Day Review Stage) to SBCTC.

Once the 30-Day Review Stage is completed, then SBCTC staff have at least 90 days to complete the paperwork (Waiting for External Approval Stage) and recommendation to the Board of the State Board of Community and Technical Colleges. The Board has final approval of the degree program.

As the ICAPP process indicates throughout this timeline engagement with other two- and four-year institutions takes place and comments regarding proposed programs may be provided until the final approval of the Board.

How does the ICAPP program planning process align with institutional degree approval processes?

Each public baccalaureate institution has a different process for approving degrees. The ICAPP process serves as the way by which public four-year college and universities are able to communicate with both two- and four-year institutions regarding proposed changes in degrees and the development of new degrees.

In general terms, a degree is initially proposed by a faculty member or Department (Idea Stage). Information regarding the program is shared and collegial communications are

shared within the institution (Notice of Proposal Stage). This is followed by a full proposal (30-Day Review Stage). If successful, the program is then shared with faculty senate/faculty for review and approval. If approved the degree is reviewed and formal action is taken by the institution's Board of Regents or Trustees (Waiting for External Approval Stage). Finally, the institution seeks NWCCU approval, any additional program accreditation requirements, and Department of Education requirements for Veteran's benefits and financial aid considerations

CONTACTS

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