

*INTERINSTITUTIONAL COMMITTEE ON ACADEMIC PROGRAM PLANNING (ICAPP)**PROGRAM PLANNING PROCESS***Role and Purpose**

ICAPP will have a role in the planning stages of both new baccalaureate and graduate degree programs and existing programs for new locations or modalities. Its purpose will be to provide a forum for communication, transparency, feedback, collegial resolution of differences, and exploration of partnership opportunities among the members.

Documenting Degree Programs

COP will maintain the “grid”. The document will identify the stage of a proposed degree program. A program may be in one of three stages:

- Notice of Proposal: A degree program is under consideration for proposal as either a new baccalaureate or graduate degree program or an existing degree program for a new location or modality. A statement of need has not been submitted.
- 30-Day Review Stage: A degree program is being proposed as a new baccalaureate degree or a graduate degree program or an existing degree program for a new location or modality. A statement of need has been submitted and a 30-day review process by other institutions has been implemented.
- Waiting for External Approval: A degree program 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 public community or technical college are awaiting final approval by the State Board for Community and Technical Colleges.

The purpose of the grid is to distinguish between short-term and long-term planning. At the beginning of each calendar month, COP will ask ICAPP members for updates to the grid. All updates received by the 15th will be placed on the grid. During the week of the 15th of each calendar month, COP will provide an updated grid to ICAPP members and ICAO. The grid will reside on the COP website (www.councilofpresidents.org) as a (lightly) password-protected page. At its regular meetings and as requested, ICAO will be updated about additions or deletions to the grid.

ProcessesNotice of Proposal Stage

- To facilitate early discussions between institutions, when a degree program is identified in the Notice of Proposal stage an institution will provide a preliminary summary that describes the intentions of program

delivery as well as expected enrollment and rationale for the program. COP will provide the preliminary summary to ICAPP members for review and comment.

- Institutions express interest in further discussion the institution must first communicate, either verbally or in writing, with the institution or sector requesting to offer that program in order to discuss it further. It is recognized by all institutions that at this stage a proposed degree program is under consideration, a concept and/or an idea. Requests may be routed through COP staff and/or SBCTC staff, who may serve as designees on behalf of one or more institutions to facilitate communications with other sectors or institutions.
- If concerns remain after this discussion, institutions may request that either SBCTC or COP convene a meeting to further discuss the proposal.
- If an institution(s) requests a meeting, the organization contacted will take the lead to convene the meeting. At a minimum the meeting will include the degree program proposing institution, the institution(s) requesting the meeting, an institution with no position on the proposal and representatives from the SBCTC or COP. The meeting may take place in-person, or via conference call or web. The intent of the meeting is to present opportunities and/or concerns early in the process in hopes of informing the 30-day review stage.

30-Day Review Stage

- Institutions will provide a 30-day review summary consistent with the Guidelines for Proposal or Statement of Need for community and technical colleges. COP will provide the preliminary summary to ICAPP members for review and comment. Proposals (a.k.a. “statement of need” for community and technical colleges) will be provided early on in the internal review process and will be posted for a minimum of 30 days.
- Institutions that express opportunities or challenges with a proposal/statement of need must first communicate, either verbally or in writing, with the institution or sector requesting to offer that program in order to discuss it at length. Requests may be routed through COP staff and/or SBCTC staff, who may serve as designees on behalf of one or more institutions to facilitate communications with other sectors or institutions.
- If concerns remain after the initial contact, an institution may request, in writing, an in-person meeting between relevant academic leaders to further discuss the proposed program/statement of need. In this case the requested programs shall not be considered approved until that meeting has taken place.
- Final community and technical college baccalaureate degree proposals are approved by the State Board for Community and Technical Colleges during their regular business meetings scheduled throughout the academic year.

Convening

Twice per year, in April and November, ICAPP will convene. The purpose of the meeting(s) is to:

- Assess its work and processes
- Review the current statewide degree goals and needs assessments
- Identify and refer to ICAO any outstanding program planning differences among members
- Identify any upcoming opportunities for collaboration as well as any planning process improvements.

In February of each year, ICAPP will convene via conference call to review current statewide degree goals and needs assessments and identify opportunities and challenges for further discussion.

Membership

Membership will consist of the following entities:

- a) Six public baccalaureate institutions. Institutions may elect to have their branch campuses, higher education centers, or other locations represented at meetings and on listservs, but there will be at least one designated representative for each institution.
- b) The Executive Director of the State Board for Community and Technical Colleges, or designee.
- c) The Executive Director of the Council of Presidents, or designee, who will serve as the ICAPP liaison to the Washington Student Achievement Council.

WSAC Database and Approval

COP understands that WSAC, unless it or the Legislature determines otherwise, will continue to approve the following as required in RCW 28B.77.080:

- 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 sectors.
- The creation by an independent college or university, in collaboration with a community or technical college, of off-campus or new degree programs.

If the WSAC maintains a statewide degree, certificate, and location inventory, the following information will be provided to them on a yearly basis:

- New degree and certificate programs, options, and locations;
- Changes in title and/or CIP code of existing programs;
- Discontinued programs, options, and locations.

Guidelines for Proposals (a.k.a. Statement of Need)

The following areas will be covered in the preliminary and 30-day review summaries for new programs, new locations or new modalities.

Preliminary Summary

- *Format and Articulation:* Where and how the program will be offered and number of credit hours
- *Rational for the Program:* Provide context for the degree program intent
- *Need for the Program:* Describe the documented need for the program including student demand and demand for graduates in the degree program.
- *Environmental Context:* Describe the presence or not of similar programs at other institutions in-state as well as out-of-state.

30-Day Review Summary

- *Program Description:* Describe 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:* Note if and, if so, how the new program or location would result in any change in mission.
 - *Documentation of Need for the Program:* Document the need for the program, with emphasis on student demand. Describe how the program and/or location will support the state's goals for higher education. Identify similar programs offered by other public or independent institutions in the region, and differentiate it from similar programs. Identify any options for collaboration.
 - *Format and Articulation:* Note 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:* Describe the student population to be served, and project enrollments for five years.
 - *Resource Implications:* Identify 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.

Adopted by ICAO, July 10, 2017

PUBLIC BACCALAUREATE INSTITUTIONS

Central Washington University
Eastern Washington University
The Evergreen State College
University of Washington
Washington State University
Western Washington University

COUNCIL OF PRESIDENTS

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES