

*INTERINSTITUTIONAL COMMITTEE ON ACADEMIC PROGRAM PLANNING (ICAPP)*

*PROGRAM PLANNING PROCESS*

*Effective January 1, 2021*

**Role and Purpose**

The purpose of the Interinstitutional Committee on Academic Program Planning ([ICAPP](#)) is to provide a forum for collegial discussion of degree development in Washington with the goal of increasing communication and awareness to ensure Washington's public colleges and universities meet both student and economic demands and minimize the potential duplication of state resources.

ICAPP provides a platform to discuss state and national policy implications as it relates to degree development and is a forum for partnership and engagement among community and technical colleges and public baccalaureate institutions.

**Degree Programs Process**

The Council of Presidents (COP), in collaboration with the State Board for Community and Technical Colleges (SBCTC) maintains a document (a.k.a. the grid) of new baccalaureate and graduate degree programs, existing programs for new locations and modalities of program delivery and degrees implemented by each sector. The purpose of the grid is to retain a record of degree development among public higher education institutions in Washington and to facilitate partnerships and engagement among and between Washington public higher education institutions.

In January, March, May, July, August and November, COP will ask ICAPP members for updates to the grid. All updates received by the 15<sup>th</sup> will be placed on the grid. COP will provide an updated grid to ICAPP. The grid will reside on the COP website ([www.councilofpresidents.org](http://www.councilofpresidents.org)) as a password-protected page.

Degree programs identified as in one of the three stages below will be added to the grid by COP or SBCTC on behalf of a public baccalaureate institution or community or technical college. The criteria include the following:

- Relevant, detailed and written information about the degree proposal to help facilitate early discussions between and among institutions.
- List of institutions and personnel contacted about the degree program.
- Contact information for follow-up communications regarding ideas, issues or concerns about the degree program, if requested by a community or technical college or public baccalaureate institution.

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The criteria prioritize the value of proactive and early engagement between institutions and among sectors. At all stages, institutions should be prepared to provide information available.

### Program Criteria and Stages

There are three stages: (1) Idea Stage, (2) Degree Proposal Stage and (3) Waiting for Approval Stage.

Program Criteria for each stage is identified as follows.

- Idea Stage  
A concept or idea for a degree program as either a new baccalaureate or graduate degree program or an existing degree program for a new location or modality. The intent of the Idea Stage is to facilitate early collegial discussions among institutions. A degree program in the Idea Stage should be shared with COP or SBCTC to include on the grid.
  
- Degree Proposal Stage  
A degree program is under consideration for proposal or is being proposed as either a new baccalaureate or graduate degree program or an existing degree program for a new location or modality. In the Degree Proposal Stage, institutions will prepare and submit a *Degree Proposal* (a.k.a. Statement of Need) to SBCTC or COP. COP will provide the Degree Proposal to ICAPP members for review and comment. The review period for *Degree Proposals* is 30 calendar days. COP will send a notice to ICAPP confirming completion of the 30-day review.

Institutions must provide the following documentation for the *Degree Proposal* stage (a.k.a. Statement of Need or formerly 30-Day Review Stage):

- Program Description  
Describe the proposed program, including where and when the program will be offered, modality, credit hours, anticipated enrollment, student demographics to be served, focus, overview of the curriculum, change in mission if any, and rationale for offering the program. For undergraduate programs, outline the plan for articulation with associate degree programs, including any applicable major-ready pathways.
- Need for the Program with Emphasis on Student Demand  
Describe context for the degree program including how the program and/or location will support the state's goals for higher education; student demand; demand for graduates in the degree program; presence or not of similar programs at other public or private, non-profit institutions in the region, in-state as well as out-of-state and differentiation from similar programs; and options for collaboration.
- 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.
- Other Institutions Contacted  
List any institutions and individuals contacted about the degree program outside of the ICAPP process.

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- Waiting for External Approval Stage

A degree program offered by a public four-year institution is awaiting approval by a board of trustees or regents and the Northwest Commission on Colleges and Universities or a degree program offered by a public community or technical college is awaiting final approval by the State Board for Community and Technical Colleges.

### **ICAPP Process for Addressing Conflicts**

In the event where a college or university has concerns among or between institutions regarding a proposed degree program, ICAPP will mediate conflicts and concerns. An institution must:

- First communicate, either verbally or in writing, with the institution or sector proposing the degree program to discuss it further. 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 small representative group of ICAPP. 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 of ICAPP in equal parts representing community and technical colleges and baccalaureate institutions. 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 further development of a degree.

### **ICAPP Membership and Meetings**

ICAPP membership consists of:

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

ICAPP will meet bi-annually in April and November. Outside of the bi-annual meeting if an issue or topic emerges that requires ICAPP's attention, COP and SBCTC will work with the Committee to schedule a conference call to address the topic and/or issue.

The purpose of the meeting(s) is to:

- Provide a forum for collegial discussions of degree development in Washington.
- Review and discuss state and national policy implications relevant to degree development and implementation.
- Create a forum for peer-to-peer engagement about opportunities and challenges.
- Address any conflicts among or between institutions.

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### **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 a private, not-profit college or university, in collaboration with a community or technical college, of off-campus or new degree programs.

### **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**

*Adopted December 2020*

*COP Interinstitutional Committee of Academic Officers (ICAO)*

*SBCTC Instruction Commission (IC)*

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