

**DIN: 3065-2-03**

**Name of Process: Major Program Redesign Process**

**Purpose**

To ensure that when we redesign existing programs by adding an award option or reinstating previously suspended awards (e.g., adding or reinstating a suspended AAS degree to a diploma program) or lengthening a program so that it takes additional semesters to complete, all delivery decisions are in place prior to submitting the request to MnSCU. (Once the redesign is submitted to and approved by MnSCU, the program award is automatically posted on the ISeek website and included in the college’s curriculum inventory.)

Following this process will help ensure that we are ready to offer the program in its redesigned form before making the change known to the public and before including the changed program in any of our marketing materials (including web site, program brochures, etc). This will also ensure that we do not accept applications for any new awards or program options until we are sure we have all the resources in place to offer it.

**Scope**

All programs proposed for major redesign that involve adding an award option, reinstating an award option that was previously suspended, or lengthening the program so that it requires additional semesters to complete (according to the program plan) need to go through this process. This applies also to program awards that have been officially suspended by the college and are being proposed for reinstatement.

**Definitions**

The following is a list of key definitions:

Term/Phrase	Definition
Major program redesign	The following are MAJOR program redesigns: adding a new award (AAS, Diploma, or Certificate) change in more than 10% of credits within existing approved program,
Minor program redesign	Any program change that doesn’t meet the above criteria for major redesign (i.e., CIP change, Title change, minimal credit change). Minor changes are approved by Division Chair and Dean and are accomplished via email communication to MnSCU rather than completing the major redesign form and process.
Mission/vision	This refers to the college’s official mission and vision. Please see the college website at <a href="http://www.ntcmn.edu">www.ntcmn.edu</a>
MnSCU Academic Program Review and Approval Unit	The Minnesota State Colleges and Universities unit that processes all new program applications and monitors compliance with MnSCU program review policy.

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New Program Application	A MnSCU form/process that more fully outlines the aspects of the new program being proposed. These may be submitted only after the 20 days have expired for the Program Intent. The college has 60 days from that point to file a New Program Application. Sections include: Section 1: Description of the proposed program Section II: Documented need for the program Section III: Budget and financial information Section IV Program Curriculum Section V: Approval verification Section VI: Appendices/Supporting Documentation
Program Redesign Application	MnSCU form that needs to accompany requests to redesign a program.
Suspended programs	Programs that have been officially suspended by the college. These programs do not accept new learners while suspended. Programs that remain suspended for three years are automatically closed at the end of the third year.

**Process**

The table below describes responsibilities for this process:

Stage	Who	Description
1	Anyone in the college and/or community	Completes New Program/Program Redesign Initial Proposal form and submits it to their Division Chair, who will bring the proposal to the Academic Team.
2.	Academic Team	Screens proposal to ensure accuracy and completeness. Makes recommendation regarding the proposal for AASC.  Screens for making the recommendation would be: does it meet our mission/vision?, employment trends, entry level salaries, demographics, targeted region, how does it fit with our other offerings (is there potential for shared courses and/or equipment), cost to implement (is it viable), articulation agreement potential, facility impact (can we find room?), potential for online or accelerated delivery and evening/weekend. Dean brings proposal to Academic Affairs and Standards Council.
3	Academic Affairs and Standards Council	Reviews the proposal and Academic Team's recommendation. Considers program redesign proposal's potential viability. Recommends to the Dean either to pursue the development of the redesign, to not approve, or to gather more information. Program proposals that are not recommended will be returned to originator with rationale. Program redesigns that are recommended for development go back to the Dean.

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4. <i>OPTIONAL</i>	Dean of AA	Completes New Program Application form (following Procedure 3065-3-01) if desired to ensure that we have all pieces in place for offering the redesigned program. (NOTE: This form is <u>not</u> required by MnSCU for a Program Redesign, but we include it as an option as a good vehicle to ensure that we've considered all the elements involved in the proposed change before we actually request approval for the change from MnSCU.)	
		If the Dean determines that the data do support the redesign and that the necessary resources are in place, the Dean proceeds with the Program Redesign Form (MnSCU) and brings recommendation to Provost on whether the program appears to be feasible.	If, after or while gathering the necessary information for a New Program Application, the Dean determines that the redesigned program/award is not feasible (i.e., if not all the necessary resources (i.e., faculty, curriculum, facility, equipment, supplies, potential learners) are in place or available, if the enrollment and employment demand projections don't seem to support the new award, etc), the Dean informs the AASC and the Provost of this fact and the rationale why it can't be offered.
5	Provost and Dean	Jointly determine whether the resources are sufficient to offer the new program and if so, determine semester/date the program will begin.	
		If both agree the program offering can be supported by the college, Dean works with Administrative Assistant to complete the Program Redesign Application (stage 6)	If both do not agree the program can be supported by the college, this information is sent to the AASC chair and the originator of the request, along with the rationale.
6	Dean / Admin Assistant	Completes the paperwork for submitting a Program Redesign Application using the data on the New Program Application form or otherwise provided by the Dean or faculty. Gives completed Application to the Provost.	
7.	Provost	Brings proposal to President for approval.	
		IF President approves, signs Program Redesign Application. Provost submits signed Program Redesign Application to MnSCU Office of Program Review and Approval.	If President does not approve, Provost returns Program Redesign Application to Academic Dean, AASC and originator along with rationale for the decision.
8	Provost	Receives notification from MnSCU on its action on the application. Notifies Dean of Academic Affairs of MnSCU action.	
		If approved, Dean continues with Stage 9.	If not approved, Dean notifies originator and AASC chair, providing information on MnSCU's rationale.

9	Dean of AA	<p>Informs college community that the program redesign will be offered as of designated start date/semester.</p> <ul style="list-style-type: none"> <li>▪ Authorizes External Affairs to market the new option (including posting on the college web site), Admissions to accept applications for the new option, Financial Aid to get the program added to our inventory with the federal financial aid office.</li> <li>▪ Appoints faculty or implements hiring process if additional faculty are needed to implement the new option.</li> <li>▪ Charges the faculty with curriculum development and works with the faculty to ensure that facilities, equipment, supplies are in place.</li> </ul>
10	Academic Affairs Admin Assistant	Adds program to curriculum database. Coordinates with Enrollment Services and IT personnel (see 10a) who will ensure that all related changes are made to prospect data base, prospect letters, financial aid data base, website.
10a.	Enrollment Services and IT staff	Incorporate the new program into databases, handouts, website, other materials. Complete any processes related to unit function/service in time for program implementation on date specified by Dean. Seek assistance from Dean's office as needed to get these processes completed. Communicate new information, processes, or materials to counselor, program advisor(s), External Affairs for inclusion in advertising materials, advising/counseling information and processes.
11.	Faculty	Develops curriculum and submits to AASC. Orders supplies, equipment. Works with dean to ensure facilities needs are met.
12	AASC	Acts on curriculum proposal. Informs faculty of decision. If not approved, provides guidance to the faculty member on what is needed for the curriculum to be approved.
		<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">If approved, Dean and faculty develop course schedule.</td> <td style="width: 50%;">If not approved, faculty works with AASC and/or Dean to make necessary revisions to meet requirements.</td> </tr> </table>
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13	Academic Affairs Admin Assistant	Adds course curriculum to college curriculum data base. Develops and/or adjusts DARs data base.
14	Registrar	Adds courses to schedule for semester in which the redesigned program option will begin.

**Supporting references**

Listed below are college documents that support this process:  
 3065-4-01 New Program Initial Proposal Form  
 MnSCU Program Redesign Application form  
 MnSCU New Program Application form (optional)

**Compliance references**

MnSCU policy 3.14 Academic Program Approval

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