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, reinstating previously suspended awards (e.g., adding or reinstating a suspended AAS degree to a diploma program), lengthening a program so that it takes additional semesters to complete, or making changes to more than 10% of the program credits 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.   This process will also ensure that major program change decisions are made prior to accepted learners registering for that program.

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), and/or have changes made to more than 10% of the credits of the program 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 or to more than 10% of credits within existing approved program, changing the length of the program, and/or reinstating a suspended 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 www.ntcmn.edu

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.
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,
2	Division Chair	Discuss the proposal with the faculty in the existing program and the Dean. Bring the proposal to the Academic Team.
3	Academic Team (Division Chairs and Dean)	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.	
4	Dean of AA	Determine whether the resources are sufficient to offer the new program and if so, determine semester/date the program will begin, recognizing that it is desirable to have the new program design go into effect prior to learners registering for courses impacted by the change. Determines if the change requires approval from the Higher Learner Commission (see 3065-2-02 Completing Change Request for HLC process). Optional step for Major Redesign decisions: 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 not 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). If HLC approval is needed, initiates completion of HLC Change Request.	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 of this fact and the rationale why it can't be offered.
5	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 President.	
6.	President	Approves or denies submission of application.	
7.	President	IF President approves, Dean signs Program Redesign Application and submits to MnSCU Office of Program Review and Approval.	

		Receives notification from MnSCU on its action on the application. Notifies Dean of Academic Affairs of MnSCU action.	If President does not approve, Provost returns Program Redesign Application to Academic Dean, AASC and originator along with rationale for the decision.
8	Dean	If approved, Dean submits HLC Change Request if needed. If not needed, proceed with Stage 9.	
9	Dean	Communicates approval/denial to college faculty and staff.	
		If approved HLC (if needed), informs college community that the program redesign will be offered as of designated start date/semester. ▪ 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. ▪ Appoints faculty or implements hiring process if additional faculty are needed to implement the new option. ▪ Charges the faculty with curriculum development and works with the faculty to ensure that facilities, equipment, supplies are in place. ▪ Authorizes Academic Associate to inform NTC and high school faculty of changes to courses with Advanced Standing agreements. Works with them to renegotiate agreements, if possible.	If not approved, Dean notifies originator and AASC chair, providing information on MnSCU's rationale.
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.	

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.		Print Date: 03/31/10 12:57 PM
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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.	
		If approved, Dean and faculty develop course schedule.	
13	Academic Affairs Admin Assistant	Adds course curriculum to college curriculum data base. Develops and/or adjusts DARs data base.	If not approved, faculty works with AASC and/or Dean to make necessary revisions to meet requirements.
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
3065-2-03 Submitting Change Request to HLC