



COURSE & PROGRAM APPROVAL 101

An Introduction to ICCB Processes

OVERVIEW

- Approval Process
 - What happens to your application during our review...?
- Timelines
 - How long will it take to get through the approval process...?
- Helpful Hints
 - How do I ensure my application is complete & of high quality...?
 - How do I ensure my ICCIS submissions are complete & correct...?

APPROVAL PROCESSES

Program Approval Manual → ICCB Website

https://www.iccb.org/academic_affairs/iccb-manuals/program-approval-manual/

This is an instructional manual for completing ICCB applications and submitting for approval.

Updated February 2021

APPROVAL PROCESSES

- The **Process** is relatively simple...
 - ICCB staff review each application
 - Review is ongoing
 - ICCB Staff contact the college with questions
 - Review the college's response
 - (may take more than one round to clarify)*
 - Make recommendations to the ICCB and, where necessary, IBHE for approval of each program

APPROVAL PROCESSES

- Colleges are required to seek ICCB approval to offer ALL programs for credit...
 - Associate in Applied Science (AAS) degrees (60+ch)
 - CTE Certificates (30+ credit hours)
 - Basic CTE Certificates (.5-29 credit hours)
 - A.A., A.S., A.F.A., A.E.S., A.G.S. degrees
- Colleges are required to seek ICCB classification / approval for ALL courses in the following areas...
 - PCS 1.1 Baccalaureate/Transfer
 - PCS 1.2 CTE
 - PCS 1.4 Remedial/Developmental
 - PCS 1.6 Vocational Skills
 - PCS 1.7, 1.8, 1.9 Adult Education & ESL

TIMELINES

- Approval Time varies & depends on...
 - Type of program & Level of approval being requested
 - Permanent Approval vs. Temporary Approval
 - *New Basic CTE Certificates* are approved by E.D. on behalf of the Board
 - *New CTE Certificates* require ICCB approval
 - *New AAS & Transfer degrees* require BOTH ICCB and IBHE approval for Permanent but only ICCB approval initially for Temporary
 - Reasonable & Moderate Extension Requests
 - Approved by E.D. on behalf of the ICCB
 - Thoroughness of application
 - Date of next ICCB/IBHE meeting

TIMELINES

- A familiar note on timelines...
 - Assuming a complete & *quality* application packet, the ICCB cannot guarantee board approval for programs by the fall semester for applications submitted after March 31st of each year. The ICCB cannot guarantee board approval for programs by the spring semester for applications submitted after October 31st of each year.

TIMELINES

- ICCB Meetings – Schedule can be found on the ICCB Website
<https://www.iccb.org/iccb/board-information/board-meetings/>
- IBHE Meetings – Schedule can be found on the IBHE Website
<https://www.ibhe.org/calendar.html>

Check with ICCB Staff for corresponding Board Agenda deadlines.
ICCB often 4-6 weeks ahead; IBHE often 6-8 weeks ahead

Always send in your complete & quality applications as early as possible.

HELPFUL HINTS

Curricular Application Requests

- EACH new curriculum request (Transfer & CTE) must be submitted using the appropriate application, reviewed by ICCB Staff and recommended for Action to our Board
- MUST include a cover sheet w/CC BOT Approval Date/Signature
 - Answer EACH question/part thoroughly
 - “N/A” = Not Approvable

HELPFUL HINTS

CTE Curricular Requests

- Provide info for EACH program in the application: purpose, catalog description, enrollments, SLOs, etc...
- Educational Alignment
 - Smooth transition from secondary to postsecondary, i.e. developmental ed or dual credit
 - Relationship to existing CC curricula/courses, i.e. laddering/stackables; offering it as Voc Skills
 - Articulation to baccalaureate level (incl. Institution & program)
 - Skill Requirements: Entry-level academic, Gen Ed, CTE
 - Career Development

HELPFUL HINTS

CTE Curricular Requests continued...

- Include visual aides for laddering/stackables, etc...
- Include list of Employers/Partners the CC worked with to develop the program: names/locations
- Include info on Industry Credentials: licensure, certifications, registrations, etc...
 - Are they required or optional?
- Include Student Learning Objectives for EACH program
- Include Program Accreditation info
 - Is it required or optional?
- Know your End of Program Assessment method(s)
 - Comprehensive Evaluation
- Know your Faculty Qualifications
- Include pertinent info on funding sources: Perkins, TAA, DOL, NSF, etc...

HELPFUL HINTS

CTE Curricular Requests continued...

- Justification for Program Credit hours
 - over 60ch for degrees
 - Over 30ch for certificates
 - More than “the program developers agreed on the content and courses included in this curriculum”
- Charts
 - Check that current Labor Market Data is used
 - IDES 2016-2026 Long Term
 - Check that Credit Hour Totals add up
 - Gen Ed + CTE Required + CTE Electives + WBL
 - Check that Finance Totals add up
 - Notation for Equipment
 - Notation for “Other”

HELPFUL HINTS

CTE Curricular Requests continued...

- Curriculum information for new programs is updated on the ICCB Curriculum Master *after* all Boards have approved
 - Form 22 is required for each new program
 - Submit paper Form 22 with new program application
 - Form 22 will be processed and copy *emailed* back to CC
- Changes/Modifications to existing programs can be submitted via ICCIS
 - Modifications include changes to title, PCS/CIP, credit hours, curriculum prefix/#
 - Inactivations / Withdrawals (NOTE: Reactivations older than one year can not be sent through ICCIS)
 - Info required in ICCIS mirrors Form 22
 - ICCB Staff have 30 days to process program modification requests

HELPFUL HINTS

Course Requests

- All requests of approval for additions/modifications/withdrawals of courses should be submitted through ICCIS
- Info required for each request mirrors Form 11/Form 12
- ALL fields must be completed
- Staff verify...
 - PCS/Generic Course Code is correct
 - Curriculum is Active
 - Contact hour to Credit hour ratio
 - Justifications are included
 - Form 13s attached as required
- Course submissions go to the ICCB staff person responsible for specific types of courses first, then final approval is given

HELPFUL HINTS

Course Requests continued...

New Course Additions

- New courses attached to a program pending approval will not be processed until after the new program has been approved
- Students Served: Audience appropriateness , i.e....
 - CTE audience for CTE courses (Certs or AAS degree students)
 - Vocational Skills audience for Voc Skills courses
 - Admin Rules for definition of Voc Skills: Entry-level or upgrade of skills
 - Voc Skills courses eligible for AE funding
- Effective Dates: NO more than 30 days PRIOR to ICCB Receipt date
- ICCB Staff have 30 days to process course requests

HELPFUL HINTS

Course Requests continued...

Modifications/Corrections

- Individual changes to courses submitted through ICCIS less than 10 courses at once
- Volume changes to courses >10 should be submitted through the ICCIS BULK proposal process
 - Withdrawals
 - Modifications
- Effective Date Corrections **CAN NOT** be submitted through ICCIS ~ must be emailed to ICCB Staff
 - CRITICAL in assuring your course will be eligible for funding
 - TRIPLE CHECK the effective date on all changes before submitting

HELPFUL HINTS

Curriculum/Course Master File

- “Master File”
 - Refers to our database record of all curricula & courses, active and inactive, previously & currently offered at the colleges.
 - ICCB Internal database – not accessible from the ICCB website
- Used for data tracking , reimbursement, informational purposes
 - Annual Program Enrollment & Completion A1
 - Course Enrollment
 - SU/SR Submissions
- Critical to keep up-to-date with revisions: FATAL ERRORS
 - Changes in Title, CIP, Credit hours, Repeat/Variability
 - Curriculum MF = minimum ch / Course MF = MAX ch
- Helpful to maintain a current set of Master File files/printout
 - Requests for Up-to-Date Master File listings
 - Authorized ICCIS Users can download through the system
 - Non-ICCIS Users can request via email to dp@iccb.state.il.us
 - Request updated master files *REGULARLY*

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~Thank you ~

Please contact us with questions