AN OVERVIEW OF ICCBS PROGRAM APPROVAL PROCESS

PROGRAM APPROVAL

What is the role of ICCB in Program Approval?

- According to the IL Public Community College Act, the Board is required to approve…
    - all credit bearing programs offered at any of our community colleges; and
    - all courses (credit & non-credit) for which the college expects funding (aka credit hour reimbursement or apportionment)

What is the role of ICCB Staff in Program Approval?

- ICCB Staff are responsible for reviewing…
    - ALL New programs
    - ALL changes to existing programs
    - ALL New courses associated with approved programs
    - ALL changes to existing courses associated with approved programs
    - ALL Stoppages of programs & courses
    - This includes ALL Transfer, CTE, Adult Ed, Dev Ed, & Workforce Ed offerings at all the Colleges

PROGRAM APPROVAL

What are Credit bearing offerings at the CCs?

<u>Baccalaureate/Transfer Degree Programs</u>
- Associate in Arts (A.A.)
- Associate in Science (A.S.)
- Associate in Fine Arts (A.F.A.)
- Associate in Engineering Science (A.E.S.)
- Associate in General Studies (A.G.S.)
- ALL courses associated with these programs

<u>Career & Tech Ed (CTE) Programs</u>
- Associate in Applied Science (A.A.S.) degrees
- CTE Certificates
- All courses associated with these programs

***Essentially any program/course a college wants to offer
must have ICCB approval in order to
award a credential & claim state/federal funding in support***

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What are Non-Credit bearing offerings at the CCs?

- Personal Development / Community Education "programs"

- Vocational skills "programs" and courses

- Developmental Education courses

- Adult Education courses

NOTE: While some of these courses have a credit hour value assigned to them - they do not equate to credit hours that count towards the completion of a credit program. The credit hour value is only for the purposes of funding.

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PROGRAM APPROVAL

**What happens when a Community College
wants to offer a new program?**

- Program development is done locally– determine the interest in & need for a program within the college's district

- CC must submit an application to ICCB

- The application has to demonstrate the following in order to be considered for approval:

  - Need for the program exists to provide opportunities for citizens of IL
  - College can offer the program in a cost-effective manner
  - Curriculum is high quality & meets the required standards to prepare students for either transfer or employment

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PROGRAM APPROVAL

What happens to the College's application once it gets submitted to ICCB?

Academic Affairs Staff Review Process…

- ICCB Staff review each application
- Contact the college with "technical" questions (TQs)
- Review the college's response
- Reach consensus on approval
- Make a recommendation to the ICCB / IBHE
- Notify the College their program was approved!

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PROGRAM APPROVAL

How long will it take to get through the approval process?

Approval Time varies & depends on…

- Type of Program
- Level of approval being requested
- Thoroughness/Quality of the application
- Timeline for Board Approval

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PROGRAM APPROVAL

Types of Programs

- **Degrees –** Transfer & CTE, range between 60-72ch

- **CTE Certificates** – Longer-term training, typically between 1-3 semesters in length & 30-50ch

- **Basic CTE Certificates** – Shorter-term training, typically less than 2 semesters in length & less than 30ch

- **R&M Extensions** – Extensions from existing active & permanently approved curricula

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Levels of Approval

- **Permanent Approval** – full application & approval required by all appropriate Staff/Boards

- **Temporary Approval** – "abbreviated" application & approval varies with further approval requirements down the road
  - Only used in situations where the CC is addressing an immediate need and/or may be unsure of future need for the program

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PROGRAM APPROVAL

Thoroughness/Quality of the Application

- Submit the most current version of the application
- All the questions have complete answers
- Attachments included
- Use lay-person's terms – define jargon
- If you aren't sure what the question means, ask ICCB Academic Affairs staff

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PROGRAM APPROVAL

Timelines for Board Approval

- ICCB generally meets 5 times during a Fiscal Year
- FY 2025, meetings in…
    - September 2024
    - December 2024
    - January 2025
    - March 2025
    - June 2025
- Specific dates available on the ICCB Website
- ALL CC degree programs must be approved by ICCB before being recommended to IBHE

PROGRAM APPROVAL

Timelines for Board Approval

- Submission and Review of applications is ongoing

- TQs - Once the application is received and reviewed, ICCB staff may ask several rounds of technical questions

- The longer it takes CC staff to respond to those TQs, the longer the approval process takes

- ICCB Staff work against internal deadlines for both the ICCB and IBHE meetings

- Approval Times *(from receipt to final Board approval)*
  - Certificates: Average 45 days (1.5 months)
  - Degrees: Average 92 days (3 months)

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PROGRAM APPROVAL

Who Approves What?

ICCB Approves

- All Baccalaureate/ Transfer degrees
- All CTE (AAS) degrees
- All CTE Certificates (30+ch)
- All GECC Credentials
- All R&M extension requests
- All Permanent requests
- All Temporary requests

IBHE Approves

- All Baccalaureate/ Transfer degrees
- All CTE (AAS) degrees
- All Permanent requests

ICCB Staff & Board approve an Average of 245 programs (Degrees & Certificates) each fiscal year.

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PROGRAM APPROVAL

What happens once a Program is Approved?

Approval Notification

- Approval Letter from ICCB ED to CC President
- Scanned copies of Application Cover Page, processed Form 22 and Approval Letter to Contact & CAO
- ICCB-only Approved programs sent after the ICCB meets
- IBHE Approved programs sent after the IBHE meets

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PROGRAM APPROVAL

Questions?

What Resources are available to help me with program approval…?

- The ICCB Website https://www.iccb.org/

- Program Approval Manual https://www2.iccb.org/academic_affairs/iccb-manuals/program-approval-manual/

- System Rules Manual https://www2.iccb.org/iccb/wp-content/pdfs/manuals/ICCB_SystemRules_Manual.pdf

PROGRAM APPROVAL

Questions?

Who at ICCB should I contact with questions, comments or angry exaltations about program approval…?

Academic Affairs Division

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