

CURRICULUM POLICY AND PROCEDURES FORUM
Questions and Answers
October 26, 2016

SACSCOC SUBSTANTIVE CHANGE AND UNC GENERAL ADMINISTRATION

Q: Does the phrase “substantive change” hold the same meaning for UNC General Administration as it does for SACSCOC?

A: UNC GA does not use substantive change in the same way that SACSCOC does. UNC GA does have their own academic program policies, such as the recently revised UNC Policy 400.1.1[R]. It’s important to consider both SACSCOC and UNC GA policies when making decisions about academic programs.

Q: Does the SACSCOC approval requirement for off-campus sites include online?

A: No. SACSCOC considers them both “distance education,” but has different requirements. UNCG is approved by SACSCOC to offer online delivery for any of our programs that we want to offer online. This is different than UNC General Administration policy, which does require that we receive approval for each online program.

Q: Why do we need to get even one course approved to be offered at an off-campus location?

A: UNC GA is concerned about the marketing of the site, duplication of programs, and being courteous to other institutions.

Q: We offer courses via videoconference at another UNC system campus, Is this considered off-campus?

A: Possibly. It would depend on the percentage of courses offered towards a credential.

Q: Do you need UNC GA or SACSCOC approval for study abroad programs?

A: Not for study abroad programs. If 50% of any credential is being offered at an international location, then, yes it is an off-campus site that would require SACSCOC and GA approval. We would need to look at the number of credits toward the program that will be offered at the site.

Q: Would an articulation agreement with a community college require SACSCOC approval?

A: No, articulation agreements are not considered substantive changes by SACSCOC.

Q: Does the UNC Board of Governors approve CIP Code changes?

A: UNC General Administration is the one that approves CIP Code changes. It does not go before the UNC Board of Governors.

ONLINE

Q: At what point does a program become “50% online” requiring UNC GA approval?

A: For graduate programs, the calculation is easy: 50% is half of the total credits for the degrees. For example, a 36 credit hour program is considered 50% online when you offer the 18 credits online.

Undergraduate programs are more challenging. Degree completion programs, those that students are expected to enter as transfers, use the total credits for the program (generally 61+ credits) to calculate when the 50% threshold would be hit. We have several of these programs that have been approved to be offered online.

Four-year undergraduate degrees are more complicated because UNC GA has not provided guidance for how to calculate this percentage. We do not know what to use as the numerator – required credits, total credits for the degree, etc. And we don’t know whether to include required classes, electives, gen ed courses, or all of the above in the count of credits offered online. UNC GA has indicated that they intend to address this question soon, and will provide guidance when they have answers.

Q: Is General Administration allowing four year undergraduate online degrees yet?

A: No, not yet. They are in discussions, but approval to offer fully online undergraduate degrees has not been made. The UNC System schools are only allowed to offer undergraduate degree completion programs online at this time.

Q: How do certificates get put on the UNC Online or UNCG Online inventory?

A: Once a certificate is approved by the Graduate Studies Committee, the information is pulled by UNC GA through the Student Data Mart to be placed on the Academic Program Inventory, but that is not the same as UNC Online inventory, for students. UNCG Online (formerly Division of Continual Learning) has their own procedures and they will need to be contacted separately after GSC approval if you want the program to be listed as an online program. For more information contact Nora Reynolds or Jaap-Jan van Duin in the UNCG Online division.

Q: Do all of the courses that were previously approved to be delivered online have to go through this new Quality Matters and C-RAC checklist process?

A: No, not at this time. Attendees of the Forum recommended that it is worthwhile for faculty to review their own established online courses with the Quality Matters and C-RAC Checklists, though.

Q: How do we add courses to UNC Online?

A: UNC Online is the UNC System listing of online courses available to all students. The Registrar’s Office is responsible for publishing on the UNC Online portal. The list should be submitted via email to registrar@uncg.edu and must include the CRN #. Contact Debra Banks in the Registrar’s office if you have any questions.

UNC GA LOW PRODUCTIVITY REPORT

Q: UNC General Administration's new calculations for low productivity for bachelor and master's degrees are 35 over five years, does that mean an average of seven a year?

A: UNC GA does not talk about the averages. They are looking at 1 criteria to evaluate low productivity: degrees awarded in the past 5 years. For bachelor's and master's level degrees, programs will appear on the report if they have awarded *less than* 35 degrees in the past 5 years. For research doctorates, programs will appear on the report if they have awarded *less than* 10 degrees in the past 5 years. Low productivity reports are generated every two years. The next one is expected in fall 2016, probably in November, according to our latest information.

Q: Are low productivity numbers for the department or the program?

A: The numbers can come from one or more programs, and even one or more departments. UNC General Administration looks at the six-digit CIP number first, and then the level of the degree to obtain the total number of degrees awarded. They will include all of the master's degrees for a specific CIP Code in a single count. For example, all master's degrees awarded for CIP code 13.0301 will be added together, which includes both MA and MEd degrees, even if they are in different departments.

Q: Are certificates included in the low productivity numbers?

A: No, UNC General Administration has not looked at certificates in the low productivity report. UNC GA only looks at degrees awarded.

Q: What if a program is new and has not been established for five years?

A: Programs are not included in the low productivity report until they have met minimum year requirements. Bachelor's degrees must be authorized to enroll students for at least eight years, master's degrees for at least six years, and research doctoral programs for at least 10 years to be included in the report.

Q: What happens when you dip below the minimum number of degrees considered for low productivity?

A: When a program appears on the report of low-producing programs, the institution is required to prepare a response report that explains how the program will move forward. It may change, but the last low productivity report provided four options:

- 1) discontinue the program,
- 2) keep the program with low productivity, with an explanation for why it is a logical decision,
- 3) consolidate the program with another program, or
- 4) continue the program, but have an action plan in place to improve productivity.

These reports are evaluated by UNC GA, and are either accepted or revised according to their feedback. And, at UNCG, departments that developed an action plan to improve productivity prepare an interim progress report for the Provost after one year.

Q: What about programs designed to be low enrollment/degree programs?

A: UNC GA allows for departments to provide justification for why the program does not meet their criteria. If UNC GA approves the rationale on the response, those programs can continue with fewer degrees awarded. However, keep in mind that until UNC GA figures out how to identify those programs, they will keep appearing on the low productivity report.