

ROLE AND SCOPE CHANGE PROCESS

Institutional Request for Role and Scope Change

Institutions requesting approval to offer a degree program at a higher degree level than currently designated by the Arkansas Higher Education Coordinating Board must submit a Letter of Intent, Role and Scope Change Request, and the associated New Degree Program Proposal.

An institution requesting a role and scope change must first receive approval from its Board of Trustees. After the institution's Board of Trustees has approved the request for a role and scope change and the associated new program proposal, the institution will submit to ADHE the Role and Scope proposal that includes the following documents:

1. Letter of Intent
2. Role and Scope Change Request and HLC Substantive Change Application
3. New Degree Program Proposal

ADHE/AHECB Review of Role and Scope Change Request

1. ADHE staff will review all institutional requests for a role and scope change.

The professional services of external (out-of-state, faculty/administrator) consultant(s) may be retained to assist ADHE staff with the review of requested role and scope change. Institutions will reimburse ADHE for all consultant expenses related to the Role and Scope Review.

2. All presidents/chancellors and academic affairs officers of Arkansas's public colleges/universities will be notified of the role and scope change request and allowed 30 days to offer comment on the request and the associated new degree program.
3. ADHE staff and external consultants will review the Role and Scope Proposal before meeting with institutional representatives to discuss the proposed role and scope change and associated new program.

ADHE may bring 3-4 external consultants to the Arkansas college/university campus to engage with senior administrators, program faculty, prospective students, potential employers, and community leaders. The external reviewers will submit a written report to ADHE following the on-campus visit. The consultants' report will address institutional readiness to offer programs at a higher degree level; and the need, demand, and resources available for the associated new degree program.

NOTE: The institution can submit names of external consultants for ADHE consideration; however, ADHE will select the external consultant panel in consultation with the institution. The consultants cannot have a relationship with the employees and students at the institution under review or other Arkansas colleges and universities, other than professional acquaintance.

4. After the role and scope review is completed, ADHE staff will notify the institution of its recommendation to the AHECB.
5. ADHE staff will present a recommendation to the AHECB to approve or deny the role and scope change request and new degree program based on a review of all materials submitted by the institution and consultants during the review process.
6. AHECB consideration and action:
 - a. After the role and scope review is completed, the ADHE staff will present the recommended role and scope statement and a recommendation on the new degree program to the AHECB **for information only** at its next regularly scheduled quarterly meeting.
 - b. AHECB members will vote on the recommended role and scope statement and new degree program recommendation at the following regularly scheduled meeting.

Revised: October 14, 2008

Amended: April 25, 2014

LETTER OF INTENT
Role and Scope Change
(Higher Degree Level)

1. Institution submitting request:
2. Contact person/title:
3. Telephone number/e-mail address:
4. Degree Level requested:
5. Brief description of proposed role and scope change for a higher degree level:
6. Proposed name of new degree and program implementation date:
7. Academic Affairs Officer signature/date:
8. President/Chancellor signature/date:
9. Board of Trustees approval date:
(**Note:** Board of Trustees approval of the role and scope change request and the associated new program proposal is required prior to the submission of the Letter of Intent to ADHE.)

PROPOSAL
ROLE AND SCOPE CHANGE
(Higher Degree Level)

1. Complete and submit (to ADHE only) the Higher Learning Commission (HLC) Substantive Change Application for New Programs.

The following information also must be provided if not included in the HLC application:

2. Proposed role and scope change (indicate higher degree level)
3. Rationale for role and scope change:
 - a. Local, state, and regional need and demand.
 - b. Public institution(s) within 50 miles offering the programs at the proposed degree level.
4. Initial degree program(s) to be offered under proposed role and scope designation.
5. Institutional readiness:
 - a. Written (e-mail) documentation that the institution has informed external agencies (HLC-NCA, ADE, ASBN, program accreditation agencies, other approval agencies) of the role and scope change request; provide a copy of the responses from the external agencies.
 - b. Indicate actions the institution must take to continue approval by external agencies if the role and scope change is approved by the AHECB.
6. Viability of existing programs (list degrees not meeting AHECB program viability standards).
7. List existing degree programs that support the requested role and scope change and proposed higher-level degree.
8. Indicate institutional plans (over the next 5 years) to add degree programs that would fall under the proposed new role and scope designation.
9. Costs associated with the role and scope change.
10. Availability of institutional resources to support the change (financial, physical, human, library, technology, etc.).
11. Institutional plans to implement and sustain the proposed role and scope change.
12. Projected impact of the proposed role and scope on the institution's current mission, types of students served, enrollment levels, and breadth of educational offerings.
13. Additional information if requested by ADHE or the external consultants.

PROPOSAL (Initial Degree Program at Higher-Level)

1. PROPOSED PROGRAM TITLE

2. CIP CODE REQUESTED

3. PROGRAM CONTACT PERSON

Name
Name of Institution
Address
E-mail Address
Phone Number

4. PROPOSED PROGRAM START DATE

5. PROGRAM SUMMARY

Provide a general description of the proposed degree program. Include overview of all curriculum additions or modifications; program costs; faculty resources, library resources, facilities and equipment; purpose of the program; and any information that will serve as introduction to the program.

List existing degree programs that support the proposed program.

6. NEED FOR THE PROGRAM

Provide survey data (number not percentage) on student interest (number of students planning to enroll), job availability, corporate demands and employment/wage projections. Focus mostly on state needs and less on regional and national needs, unless applicable to the program.

Survey data can be obtained by telephone, letters of interest, student inquiry, ADHE employer survey form, etc. Focus mostly on state needs for undergraduate programs; and state, regional and national needs for graduate degree programs.

Provide names/types of organizations/businesses surveyed.

Letters of support must address the following: the number of current/anticipated job vacancies for the identified employer/company/field of study; whether the degree is desired or required for advancement with the identified employer/ company/field of study; the increase in wages projected based on additional education, etc.

Indicate if employer tuition assistance or other enrollment incentives will be provided.

7. CURRICULUM OUTLINE

Provide curriculum outline by semester

- Give total number of semester credit hours required for the program
- Identify new courses (provide course descriptions)
- Identify required general education courses, core courses and major courses
- Identify courses that will be offered via distance technology, indicate course delivery mode, and describe modes of interaction
- State program admission requirements
- Describe specified learning outcomes and course examination procedures.
- Include a copy of the course evaluation to be completed by the student.

8. FACULTY

List the names and academic credentials of all faculty teaching courses in the proposed program. (**Note:** A minimum of one full-time faculty member with appropriate academic credentials is required for each degree program.)

Total number of faculty required (number of existing faculty, number of new faculty). For new faculty provide the expected credentials/experience and expected hire date.

For proposed graduate programs provide the curriculum vita for faculty teaching in the program, and the expected credentials for new faculty and expected hire date.

9. DESCRIPTION OF RESOURCES

Current library resources in the field

Current instructional facilities including classrooms, instructional equipment and technology, laboratories (if applicable)

New resources required, including costs and acquisition plan

10. NEW PROGRAM COSTS – Expenditures for the first 3 years of program operation

New administrative costs

Number of new faculty (full-time and part-time) and costs

New library resources and costs

New/renovated facilities and costs

New instructional equipment and costs

Distance delivery costs (if applicable)

Other new costs (graduate assistants, secretarial support, supplies, faculty development, faculty/students research, etc.)

No new costs (Explain)

11. SOURCES OF FUNDING – Income for the first 3 years of program operation

Reallocation from which department, program, etc.; dollar amount

Tuition and fees (projected number of students multiplied by tuition/fees; dollar amount)

State revenues (projected number of students multiplied by state general revenues; dollar amount)

Other (grants, employers, special tuition rates, mandatory technology fees, program specific fees, etc.; Specify name of source, and dollar amount per type)

12. ORGANIZATIONAL CHART REFLECTING NEW PROGRAM

Proposed program will be housed in (department/college)

13. SPECIALIZED REQUIREMENTS

Specialized accreditation requirements for program (name of accrediting agency)

Licensure/certification requirements for student entry into the field

Provide documentation of Agency/Board review/approval (education, nursing, health-professions, counseling, etc.)

14. SIMILAR PROGRAMS

List institutions offering degree program

Proposed undergraduate degree – list institutions in Arkansas

Proposed master's degree – list institutions in Arkansas and at least 2 institutions in the region

Proposed doctoral degree – list institutions in Arkansas, at least 2 institutions in the region, and at least 2 institutions in the nation

Why is proposed program needed if offered at other institutions in Arkansas or region?

Provide a copy of the e-mail notification to other Arkansas colleges and universities of the proposed program and a summary of their responses.

15. STUDENT ENROLLMENT

Indicate the number of students expected to enroll annually over the first three years

State the total number of students, number of African American students, and number of other minority students enrolled in related degree programs at the institution; provide the degree titles (if applicable)

16. INSTITUTIONAL AGREEMENTS/MEMORANDUM OF UNDERSTANDING

(MOU) If the courses or academic support services will be provided by other institutions or organizations, include a copy of the signed MOU draft that outlines the responsibilities of each party and the effective dates of the agreement. The MOU cannot be finalized until AHECB approval of the proposed program.

17. PROVIDE ADDITIONAL INFORMATION IF REQUESTED BY ADHE STAFF

18. INSTRUCTION BY DISTANCE TECHNOLOGY

Distance technology (e-learning) – Technology is the primary mode of instruction for the program courses, and 50 percent of the degree is delivered electronically with the instructor and student in separate physical locations.

If the proposed program is the institution's initial degree for distance technology, complete and submit (to ADHE only) the HLC Substantive Change Application for Distance Delivery.