

Academic Initiative Planning Checklist

The purpose of this document is threefold:

- (1) Encourage new initiatives that support university, college and departmental goals
- (2) Save the time and energy of faculty involved in planning academic program changes or initiatives
- (3) Ensure compliance with accrediting agencies (SACSCOC and SCHEV)

The Academic Initiative Planning Checklist will help you avoid delays resulting from unanticipated substantive change requirements. It should be completed **in the early stages of any proposed initiative** related to academic programs and submitted to the appropriate parties as indicated below for review according to Longwood University's Substantive Change Policy and related procedures. A determination will be made as to whether the proposed initiative constitutes a substantive change.

- **Early stages** means when discussions begin, before starting any part of the approval process beyond the department level.
- **Proposed initiative** includes new degree programs, new certificates or other credentials, new off-site locations, closure of a program or off-site location, agreements with other academic institutions, and any activity related to distance education (online/hybrid) or off-site locations.

The University is required to submit any substantive change to SACS for review, and in some cases approval, prior to implementation of such substantive change. Failure to comply with SACS substantive change policy and procedures may result in the loss of Title IV funding or being required by the U.S. Department of Education to reimburse it for money received for programs related to the unreported substantive change. The University is also required to report or submit substantive changes to SCHEV.

Instructions

1. Fill out this form as completely as possible. If you do not know an answer, leave the item blank.
2. Attach a copy of your initial feasibility study (for new programs) OR a rationale indicating how the initiative supports strategic priorities and the mission of the University (for all other initiatives, including discontinuance of a program).
3. Obtain signatures per the routing at the end of the document.
4. Retain a signed copy of the document for submission with curriculum materials.
5. The SCHEV and/or SACS liaison(s) will contact you about substantive change reporting requirements related to your initiative.

General Description

Contact (name): Audrey Church _____ Date: August 21, 2013 _____
 Contact (email): churchap@longwood.edu _____ Contact (phone): 2682 _____
 Department: Education _____ College: CEHS _____

Type of Proposed Initiative: (type an X in the appropriate box)

<input type="checkbox"/>	Bachelor's degree or concentration	<input type="checkbox"/>	Dual degree program
X	Master's degree or concentration	<input type="checkbox"/>	Joint degree program
<input type="checkbox"/>	Doctoral degree	<input type="checkbox"/>	Non-degree program
<input type="checkbox"/>	Certificate	<input type="checkbox"/>	Collaborative agreement with another institution
X	Endorsement program	<input type="checkbox"/>	Discontinuance of a program
<input type="checkbox"/>	Degree completion program	<input type="checkbox"/>	Change in instructional format
<input type="checkbox"/>	5-year program	<input type="checkbox"/>	Change in location

Location of Proposed Initiative: (type an X in the appropriate box)

X	Main campus (Farmville)	<input type="checkbox"/>	Online only
X	Off-site location (please specify: Previously approved locations, listed p. 2.)		

Brief Description of Proposed Initiative:

In order to comply with SCHEV directives, the School Library Media Concentration of the Master of Science in Education needs to become a stand-alone program. We have used this opportunity to update our curriculum to

reflect changes in the field.

Proposed Implementation Date: Fall (semester) 2014 (year)

Checklist

Type an X in the "Yes" or "No" box for each item. Note that some items require additional information if the answer is Yes. Leave response fields blank if you do not know the answer.

<i>The proposed initiative or program change</i>	Yes	No
Is derived entirely from a previously approved program (i.e., all courses are a subset of those required for a program that is already approved, in place and active at Longwood).		X
Is related to one or more previously approved programs at Longwood (i.e., many of the courses are the same or very similar to courses required for a program that is already approved, in place and active at Longwood). <i>If Yes, indicate which program(s) and describe how the initiative is related:</i> Master of Science in Education, Concentration in School Library Media Master of Science in Education, PreK-12 Initial Licensure School Library Media Professional Endorsement	X	
Will require hiring new full-time, part-time or adjunct faculty. <i>If Yes, indicate how many of each type and approximately when:</i>		X
Will require the addition of one or more new courses. <i>If Yes, please answer the sub-points below.</i>	X	
• Fewer than 25% of courses for the program are new.		
• 25 to 49% of courses for the program are new.		
• 50% or more of courses for the program are new.	X	
Will require new library or other learning resources.		X
Will require new equipment or facilities (e.g., computers, lab equipment or space, etc.).		X
Will result in a change in the first two digits of the CIP code.		X
Will include online or hybrid courses. <i>If Yes, please answer the sub-points below.</i>	X	
• Fewer than 25% of credits for the program will be offered in online or hybrid format.		
• 25 to 49% of credits for the program will be offered in online or hybrid format.		
• 50% or more of credits for the program will be offered in online or hybrid format.	X	
Will convert existing courses to online or hybrid format.		X
Will be offered in whole or in part at an off-site location. <i>If Yes, please answer the sub-points below.</i>	X	
• Fewer than 25% of credits for the program will be offered at the off-site location.		
• 25 to 49% of credits for the program will be offered at the off-site location.		
• 50% or more of credits for the program will be offered at the off-site location.	X	
Will be offered at a <u>previously approved</u> off-site location. <i>If Yes, please indicate all previously approved off-site locations where any part of the program will be offered.</i> Chesterfield County, Hanover County, Loudoun County, Powhatan County	X	
Will be offered at a <u>new</u> off-site location (i.e., entirely new for Longwood). <i>If Yes, please indicate all new off-site locations where the program (or any part of it) will be offered.</i> Potential for new cohorts in Virginia school divisions	X	

<i>The proposed initiative or program change</i>	Yes	No
Has been approved for delivery on the main campus or another off-site location but not for the location of the proposed initiative. <i>If Yes, please indicate where the program is currently being offered.</i>	X	
Changes the number of credit hours required for an existing program, <i>If Yes, please indicate the current and proposed change in credit hours.</i> No change for Master of Science in Education (36 credits) No change for Professional Endorsement (27 credits) Change in Initial Licensure Masters (currently 48 credits) New track is 39 with movement of VDOE Professional Studies Requirements to prerequisites	X	
Requires a written agreement or contract with one or more entities or institutions. <i>If Yes, please indicate the name, location and nature of the entity(s) and relationship.</i>		X
Is a joint or dual degree program with another institution. <i>If Yes, please indicate the nature of the program (e.g., joint or dual degree) and the name(s) of the other institutions if different from the entities listed above.</i>		X
Involves a contractual agreement with an entity not certified to participate in USDOE Title IV programs (includes international institutions). <i>If Yes, please indicate the name(s) of the other institutions and the nature of the program.</i>		X
Will close an existing program at any location. <i>If Yes, please indicate the location(s), the number of students currently enrolled in the program at each location, and the proposed closure date at each location.</i>		X

Routing

This checklist must be sent via email or hard copy to the SCHEV and SACS liaisons before beginning the review process indicated in the Curriculum Development Handbook. Signatures indicate receipt of the checklist, not approval of the initiative.

SCHEV liaison (signature)

Date

SACS liaison or designee (signature)

Date

Retain a signed copy of this document for submission with curricular materials.

Please see the Academic Initiatives and Curriculum Development website (<http://blogs.longwood.edu/curriculum/>) for more information.

This checklist is adapted, with appreciation, from checklists used at Duke University and the University of Virginia.