

Longwood University
GENERAL ACADEMIC PROPOSAL/POLICY COVER SHEET

This cover sheet is intended to provide information to members of the Education Policy Committee (EPC) about a new proposal/policy or about revisions to an existing proposal/policy.

If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.

PREPARER: (Originator, Department, or Committee that authored or sponsored this proposal)
 Virginia Kinman and Kathy Charleston

TOPIC: Revision of Curriculum Development Handbook, “Storage or Deletion or Retrieval of a Course or Program”

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

The Curriculum Development Handbook allows both courses and programs to be placed in storage. No distinction is made between a concentration, minor or entire degree program. The maximum time that a program can remain in storage was changed from seven years to five years in November 2014 to be in line with SACSCOC policy regarding inactive programs. There is no mechanism to track degree programs in storage and ensure compliance with SACSCOC and SCHEV requirements regarding closure of degree programs.

There are two recent examples of the current policy being insufficient:

1. In 2011, Longwood had to notify SACSCOC that it had mistakenly moved forward with pulling the Bachelor of General Studies degree from storage (where it had been since 1999) when in fact the Board of Visitors had voted to discontinue the degree in 2003 and Longwood was no longer authorized by SCHEV to offer the degree.
2. In the past two years, two departments ceased admitting new students to degree programs and submitted paperwork to place the degree programs in storage. Notices were placed on the department websites but the programs remained in the 2015-16 catalog. Also, the program remained in the SCHEV degree inventory because a Board of Visitors vote and subsequent submission to SCHEV must take place to be removed. Longwood submitted late notification of teach-out plans for the two degree programs to SACSCOC in November 2015. The closure of these two programs is on the agenda for the April 1 Board of Visitors meeting, and then Longwood will submit the required paperwork to SCHEV to remove them from Longwood’s degree inventory.

Longwood’s SCHEV liaisons (Virginia Kinman and Kathy Charleston) have discussed this issue. Both the Provost and the chair of EPC have been consulted. Virginia Kinman met with the faculty in the two departments most recently affected on February 3 and 11. Kathy Charleston and Virginia Kinman submitted a draft to the Graduate Curriculum Committee on March 3; the Graduate Curriculum Committee voted to express their support of the proposed policy change. Kathy Charleston presented the proposal policy change to Graduate Council on March 22.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

The proposed revision to the Curriculum Development Handbook makes a distinction between entire degree programs and courses, concentrations and minors and changes the maximum years in storage to five for all of these. It states that degree programs may not be placed in storage and provides for a maximum of one year without admitting students before a degree program must be deleted. The curriculum change forms will be reviewed and revised as necessary to reflect the policy change.

[Curriculum Development Handbook – page 6]

Storage or Deletion or Retrieval of a Course, Concentration, Minor or Degree Program

If a department wishes to remove a course, ~~concentration or minor or program~~ from the catalog, it may be sent to storage using the appropriate procedure for course or program change, or deleted permanently. Courses, ~~concentrations and minors~~ will remain in storage for ~~seven~~ five years before being deleted permanently. ~~Programs will remain in storage for five years before being deleted permanently.~~ The Registrar will maintain a list of courses, ~~concentration and minors~~ in storage. Once deleted permanently, all paperwork for a ~~new course, concentration or minor and/or program~~ would need to be submitted and approved.

~~If a department wishes to discontinue an entire degree program, it must be deleted permanently. A degree program may not be sent to storage. A department may cease admitting new students for no more than one year before submitting paperwork to delete the degree program. Once deleted permanently, all paperwork for a new degree program would need to be submitted and approved.~~

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

The lack of distinction between storage and closure of entire degree programs makes it difficult to comply with SACSCOC and SCHEV substantive change policies.

SACSCOC substantive change policy requires institutions to submit a teach-out plan and notification of intent to close a program as soon as the decision is made to close. SACSCOC policy states that for programs that are inactive for five years (i.e., no students enrolled and no courses offered), a prospectus to reinstate the program may be required prior to admitting students into and offering major courses for the program.

SCHEV policy requires submission of intent to discontinue a degree program to include BOV approval to close the program. The degree will remain in the SCHEV degree inventory until the intent to discontinue is submitted even though the program will not appear in Longwood's catalog or website, leading to potential confusion for prospective students. SCHEV requires Council approval for a new degree program if reactivation of a discontinued program is desired. In addition, SCHEV has productivity requirements for each degree program that must be maintained over a five-year period (five-year average of degrees awarded annually). Any degree program that falls below the specified productivity is required to provide an action plan to SCHEV within one year of how they intend to meet productivity standards or close the degree program. Ceasing to admit students and therefore failing to produce graduates and meet SCHEV productivity standards is effectively closing a degree program.

**GENERAL ACADEMIC PROPOSAL/POLICY COVER SHEET
SIGNATURE PAGE**

	Date Received	Date Approved	Signature
1. Educational Policy Committee	_____	_____	_____
2. Faculty Senate	_____	_____	_____
3. *VPAA	_____	_____	_____
4. *BOV/SCHEV - VPAA will submit materials for approval			
5. Date received by Registrar	_____		

*Substantive change (see definition and consult EPC chair prior to submitting materials)

All curriculum proposals/changes are processed in the date order received. In order to be included in the next academic year's catalog, all paperwork must be submitted no later than:

February 1st to the College Curriculum Committee
March 1st to the Educational Policy Committee (EPC)

Submission within the deadlines does not guarantee processing in time for the next academic year's catalog.

Revised June 2012