

**NEW COLLEGE OF FLORIDA REGULATIONS
MANUAL**

CHAPTER 4 - Academic Affairs

4-2005 Degree Program and Other Curricular Offerings Planning and Approval

- (1) This regulation establishes criteria and administrative processes to establish new academic programs and other curricular offerings that are of the highest quality and aligned with the Florida Board of Governors (BOG) and New College of Florida (NCF) strategic plans.
- (2) Definitions
 - (a) Degree program: An organized curriculum leading to a degree in an area of study assigned a Classification of Instructional Programs (CIP) code by the National Center for Educational Statistics or as demonstrated by the existence of similar degree programs at other colleges and universities. Each degree program shall have designated faculty effort and instructional resources and shall be assigned a CIP code and included in the State University System Academic Degree Program Inventory. Each degree program shall include at least one program major as defined in paragraph (2)(b) of this regulation. Examples of degree programs at NCF include Liberal Arts (CIP 24.0199) and Biological and Physical Sciences (CIP 30.0101).
 - (b) Program major: An organized curriculum offered as part or all of an existing or proposed degree program. A program major shall be reasonably associated with the degree program under which it is offered and shall share core courses with all other majors within the same degree program. These core courses shall not include common prerequisites as defined in Florida Statute 1007.25. Although the program major and degree program names may be identical in some cases, only the degree program shall be assigned a CIP code and included in the SUS Academic Degree Program Inventory. NCF refers to program majors as “Areas of Concentration” (AOCs). Examples of AOCs include Art (offered under the Liberal Arts degree program) and Chemistry (offered under the Biological and Physical Sciences degree program).
 - (c) Program concentration, Area of Emphasis, Track, or similar curricular offering: Any organized curriculum offered as part of a program major that enhances or complements the degree program in a manner that leads to specific educational or occupational goals. The number of credit hours in a program concentration, area of emphasis, track, or similar curricular offering shall not equal or exceed the number of credit hours established for the program major at the same degree level. Example of tracks at NCF include the Area Studies, Systemic, and Issue tracks within the International & Area Studies AOC (program major) housed within the International/Globalization Studies degree program (CIP 30.2001).
 - (d) Program minor: Any organized curriculum, independent of the program major, which leads to the completion of specific educational or occupational goals. Program minors are typically optional and may or may not appear on the student’s transcript or credential. NCF refers to program minors as “Secondary Fields.”
 - (e) College credit certificate program: An organized curriculum of college credit courses offered as a distinct area of study that leads to specific educational or occupational goals and for which the university awards a certificate, diploma, or similar form of recognition upon completion. College credit certificate programs may consist of courses that are part of a degree program or distinct

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courses that are created outside any degree program. Examples of college credit certificate programs at NCF include the Innovative Digital Media certificate and the Geographic Information Systems certificate.

- (f) Non-college credit certificate: An organized curriculum of study of any length that is offered for non-college credit (as measured through clock hours, continuing education units, competency exams, etc.) that leads to specific educational or occupational goals and for which the College awards a certificate or diploma upon completion.
- (3) Process for new degree program authorization.
- (a) The Provost, in consultation with the faculty, will determine new degree programs to explore for implementation over the period covered by the College's strategic plan and annual accountability plan. The Provost will choose to direct development of a new academic degree program pre-proposal, which will be submitted for review to the academic program coordination workgroup established by the State University System CAVP (Council of Academic Vice Presidents), pursuant to Florida Board of Governors Regulation 8.004.
 - (b) Following the review by the CAVP academic program coordination workgroup, the Provost will determine whether and when to include the proposed degree program in the one-year category on the College's annual accountability plan. The Provost will then determine whether to direct the development of a new degree program proposal. The proposal, which adopts the common State University System new degree program proposal format, shall address the following criteria:
 - i. Institutional and State-Level Accountability
 - 1. Program goals are aligned with SUS strategic plan goals, NCF's mission, and NCF's strategic planning goals. Program goals relate to institutional strengths, and the program is consistent with the program list provided in NCF's annual accountability plan.
 - 2. There is a need for more individuals to be educated in the program. Estimate the headcount and full-time equivalent enrollment in the program, and indicate steps to be taken to achieve a diverse student body. Consider whether similar programs are offered at other postsecondary institutions in Florida and what impact, if any, such programs may have on the proposed program.
 - 3. Identify programs with a substantially similar curriculum at private or public state universities in Florida and investigate the potential impact on those programs. Document any discussions on opportunities for collaboration with the affected university and substantiate the need for duplication. If a program with a substantially similar curriculum exists at a historically black university in the State University System, determine whether the proposed program may adversely affect that university's ability to achieve or maintain student diversity in its existing program.
 - 4. Provide a complete budget for the program that is comparable in cost to similar existing programs. The budget shall reflect the purpose of the proposal and provide evidence that,

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in the event resources within the institution are redirected to support the new program, such a redirection will not have an unjustified negative impact on other programs.

5. Describe the projected benefit (quantitate and/or qualitative) to the College, local community, and the state of Florida if the program is implemented. Demonstrate efficient use of resources and justification for the investment.

ii. Institutional Readiness

1. Provide evidence that the College has the resources in place or will make the necessary investments to ensure that the proposed program will be of high quality. If appropriate, provide evidence that the proposed program will specifically relate to existing institutional strengths. If program reviews in disciplines pertinent to the proposed program or in related disciplines have included recommendations affecting the proposed program, the proposal shall provide evidence that progress has been made in implementing those recommendations.
 2. Describe a sequenced course of study with expected student learning outcomes, including any appropriate industry-driven competencies, as well as a strategy for assessing student learning and reviewing academic-workforce alignment to make curricular adjustments as needed. Clearly specify appropriate admissions and graduation criteria. The course of study and required credit hours should include a timeframe consistent with similar programs. In cases in which specialized accreditation is available, evidence shall be provided that the program will seek accreditation, or a rationale shall be provided as to why the program will not seek specialized accreditation as required by Regulation 3.006.
 3. Demonstrate that sufficient qualified faculty are available to initiate the program based on estimated enrollments and that, if appropriate, there is a commitment to hiring additional faculty in later years. Demonstrate that the academic unit or units associated with this new degree have been productive in teaching, research, and service.
 4. Demonstrate that the necessary library volumes and serials; classrooms, teaching laboratories, research laboratories, offices, and any other types of physical spaces; equipment; and appropriate clinical and internship sites shall be available to implement the program. The proposal shall also indicate whether appropriate fellowships, scholarships, and assistantships are in place or if the university has made sufficient plans for their existence when student support is the norm for similar programs in the discipline.
- (c) Proposed new degree programs shall be reviewed by the Vice President for Finance and Administration and the Provost. The proposal shall be shared with the Institutional Accreditation Liaison to determine if the program constitutes a substantive change. The Provost and the Vice President for Finance and Administration develop a recommendation to the President. The President determines whether to recommend the new program to the Board of Trustees for approval.

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(d) The NCF Board of Trustees reviews the new degree program proposal with regard to the criteria outlined in paragraph(3)(b) and its implementation costs.

(e) Within four weeks of approval of a degree program by the NCF Board of Trustees, New College shall notify the Board of Governors Office in writing and provide an electronic copy of the proposal for each program, along with related Board of Trustees approval documents.

- i. For new degree programs at the undergraduate level, the office of the Board of Governors will assign a CIP code and add the program to the State University System Academic Degree Program Inventory.
- ii. For new degree programs at the master's level, the Board of Governors will consider approval at a regularly scheduled meeting.

(4) Process for authorization of other academic curricular offerings

(a) For Program Majors (Area of Concentration), College Credit Certificate Programs, and NonCollege Credit Certificate Programs:

- i. Faculty who wish to propose a new undergraduate Area of Concentration shall prepare the following documents and submit them to the Provost's Office:
 1. An Academic Learning Compact that articulates student learning outcomes
 2. A General Catalog description that includes graduation requirements
 3. A forward-looking assessment plan
 4. A four-year plan of courses and educational activities that align with the learning outcomes and graduate requirements
 5. Identification of any new resources the new AOC will need in order to be successful (e.g., faculty, library resources, facilities, equipment, staff support)
- ii. The Provost acknowledges receipt of the proposal and forwards it to the Divisions for feedback during Division meetings. This feedback is forwarded to the Educational Policies Committee (EPC).
- iii. The EPC reviews the proposal and considers approval. EPC-approved proposals are then forwarded to the Provost for approval. The Provost then shares the proposal with the Institutional Accreditation Liaison to determine if the new program major represents a substantive change.

(b) For Program Minors or Program Concentrations, Areas of Emphasis, or Tracks

- i. Faculty who wish to propose a new minor or program concentration, area of emphasis or track shall submit the following documents to the appropriate Division Chair or Interdisciplinary Program Director:
 1. A General Catalog description that includes graduation requirements

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2. Identification of any new resources the new AOC will need in order to be successful (e.g., faculty, library resources, facilities, equipment, staff support)
 - ii. The Division Chair or Interdisciplinary Program Director considers approval and forwards the proposal to the Provost. The Provost then considers approval.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 8.011

History: Adopted 11-16-13; Revised 02-24-17 (technical amendment); Revised 04-26-23