

THE UNIVERSITY OF NORTH CAROLINA

OFFICE OF THE PRESIDENT

ADMINISTRATIVE MEMORANDUM

SUBJECT Preparation of the State Plan for Higher
Education and Interim Procedures for
Review of New Programs

NUMBER 27

DATE January 29, 1974

PART I. DEVELOPMENT OF THE STATE PLAN

The Board of Governors' Committee on Educational Planning, Policies and Programs has given its approval to the following procedures and schedule as the necessary steps in the development of the long-range plan for a coordinated system of higher education, as mandated in GS116-11(1).

A. Definition of Functions, Educational Activities and Academic Programs

The Board of Governors is directed to "determine the functions, educational activities and academic programs of the constituent institutions . . . [and] the types of degrees to be awarded," and this charge supersedes any previous legislation assigning specific functions or responsibilities to designated institutions [GS116-11(3)].

Accordingly, we have compiled in cooperation with each of you a comprehensive inventory of all academic programs currently offered. In addition, we are continuing to work with you to collect necessary information about other major educational activities of each institution, including organized research, extension and continuing education and public service programs, and necessary information about faculty and other EPA staff.

This process will be completed this spring. It will result in a comprehensive statement of the present functions, educational activities and academic programs (degree programs or equivalent) of all the constituent institutions. These documents will include (1) the inventory of degree programs and options; (2) the academic organization of the institution (departments, divisions, schools and colleges); (3) enrollments; (4) degrees conferred; (5) summary data on faculty and other staffing; (6) library and other basic instructional resources; (7) other major educational and public service programs, and the organization of centers, institutes, and similar agencies, through which these programs are directed; and (8) basic budget data.

This statement of functions, educational activities and academic programs will constitute The University's statewide plan, at this time, as a description of present activities and organization. It will provide to each institution, and to the Board of Governors, a basis for evaluating major on-going activities in the light of estimated needs and resources, and for assessing needs not now being met.

1. Preparation of a Long-Range Plan

This second and more complex planning task will be carried forward during the remainder of the year, looking toward the submission by the Board of Governors of a comprehensive, long-range plan to the Governor, the Advisory Budget Commission and the members of the General Assembly early in 1975. We believe this plan should be a five-year projection which will then be re-examined and updated on an annual basis.

We anticipate that these necessary steps will be involved:

1. The Chancellor of each institution will prepare a Program Development Planning Outline. This institutional planning outline will contain, first, a brief description of new educational activities and academic programs which are presently contemplated over a five-year period. Priorities will be attached to these new activities and programs. These priorities should be related to the existing strength and resources of the institution; they should indicate what new resources, including physical facilities, will be required for any contemplated new activity or program, or how the institution's resources will be rearranged in the event additional resources are not required. This Planning Outline should also indicate any contemplated termination of activities or programs. Amendments and modifications of this Program Development Planning Outline will be proposed by the Chancellor at appropriate intervals.

2. The President and the Board of Governors will initiate necessary steps to insure appropriate consultation and liaison with the Department of Community Colleges and with the private institutions, in the preparation of this long-range plan.

3. The President and the Board of Governors also will initiate program development planning with respect to particular problems and areas which they may identify. Such planning may, for example, take the form of the comprehensive, University-wide library improvement program submitted by the Board of Governors in its budget request for 1974-1975; or the Board may call upon a particular institution or institutions to initiate a specific planning effort in an area which it believes important state needs are not being adequately met but which may not be appropriately included in the individual institutions' Program Development planning. Further, the Board may initiate special studies in areas where there appear to be significant and unnecessary duplication of programs.

Meetings will be requested with your chief academic officers and other senior staff in the immediate future to discuss these procedures and their schedule. Prior to these meetings, please send any comments or questions you may have to Vice President Sanders.

PART II. INTERIM PROCEDURES FOR APPROVAL OF NEW DEGREE PROGRAMS

As the planning effort described in PART I of this Memorandum moves forward, it is important also that we establish procedures for the review of new degree programs. The Committee on Educational Planning, Policies and Programs has for this purpose authorized the interim procedures described herein. These procedures will be followed during the months immediately ahead, so that each institution can move forward in meeting immediate needs, and then we will evaluate these procedures in the light of experience and in conjunction with the development of the long-range plan.

A. Planning Authorization Requests

The first step in these procedures has already been taken. Every institution has submitted Planning Authorization Requests. Additional requests should be made for degree programs and options equivalent to a major and for major changes in existing programs that would result in a distinctly different purpose or program of studies requiring substantial increases or reallocation of faculty or other resources. These requests should be made in accordance with institutional Program Development Planning. Program changes that are minor in nature need be submitted for information only.

1. Planning Authorization Requests for new programs should be:

- (1) in response to a real education need,
- (2) consistent with the overall State educational plans as they currently exist, and
- (3) within the current definition of function for the proposing institution.

Expansion, modification, and change of institutional function is a matter for action by the Board of Governors, separate and distinct from the procedures described herein. No program planning can be authorized that goes beyond the limits of the presently authorized institutional functions.

2. For new degree programs or options or major program changes, Planning Authorization Requests should include information on the following points:

- (1) additional resources needed for faculty, technical staff, equipment, facilities, supplies, and other cost items;
- (2) potential student demand and the probability of securing and maintaining a net enrollment gain that would preserve the faculty-student ratio funding arrangement and other enrollment-based funding and would insure a reasonable per student or per student credit-hour cost consistent with similar programs;
- (3) the racial impact on student enrollment and faculty requirements of each proposed new program (if no impact can be projected, this fact should be noted);
- (4) current manpower projections (in the case of professional programs).

3. Institutions should avoid requesting planning authorizations for new degree programs or options that are unnecessarily duplicative. Unnecessary duplication in this context means the offerings of like programs--particularly those of a graduate or professional nature--by two or more institutions where one or more of the following conditions are present:

- (1) limited student demand;
- (2) evidence of limited demand for graduates of such a program;

- (3) scarcity of faculty specialists in the field;
- (4) a need for costly duplication of staff and other instructional resources.

B. Program Approval for Degree Programs and Options upon the Basis of Planning Authorization Request

Academic programs may be approved on the basis of the Planning Authorization Request without submission of additional material provided the program for which Planning Authorization is sought does not include new faculty positions or resources beyond presently approved support levels, and provided further that it falls under one of the following categories:

- (1) a new arrangement of existing courses;
- (2) new options within previously authorized degree programs;
- (3) a degree offering lower than an already approved offering in the same academic field.

A considerable number of programs already submitted apparently fall in this category. First priority will be given to consideration of these programs, and many of them will be promptly submitted to the Board of Governors for action.

C. Planning Authorization

If a program is not authorized under the provisions of IIB above, Planning authorization requested by the institution will be subject to review. When authorization is granted by the President, with the approval of the Educational Planning, Policies and Program Committee, the institution may proceed with the development of a Program Proposal working closely with the President's office.

For those programs already submitted for Planning Authorization which are not included under IIB above, priority schedules will be drawn in conference with Chancellors and institutional representatives. Where there are no questions of consistency with the definition of institutional function or of unnecessary duplication, Planning Authorizations should be made in the near future, and it is anticipated that many of these programs will be acted upon by the Board of Governors this spring.

D. Program Proposals

Program Proposals will be chiefly concerned with the capability of the proposing institution to establish and maintain the proposed program, since the question of need and consistency with planning, and institutional definition of function are addressed before Planning Authorization is given. Proposals will follow a prescribed format which will be furnished to the institution at the time planning is authorized.

E. Evaluation

The Graduate Executive Council will advise the President and his staff on the academic merits and integrity of each graduate program presented. The President's office will also arrange for site visits, the assistance of consultants, or other procedures which may be appropriate in the evaluation of graduate and other proposed programs. Programs will then be submitted to the Committee on Educational Planning, Policies and Programs, which will make recommendations to the Board for final action.

F. Board Action

Board action will be transmitted by the President to the Chancellor. When action is favorable, an approximate time for the establishment of the program and any information on allocation of funds or other budgetary arrangements contemplated by the Board will be furnished.

These procedures are designed to facilitate the orderly development of new academic degree programs and options. Procedures for the development of continuing education and other major educational activities will be the subject of a later memorandum.

If there are any questions on PART II of this Memorandum, please write or call Dr. Robert Williams at 933-6981 in Chapel Hill.



William Friday