



PROGRAM & COURSE APPROVAL

An Overview of ICCBs Approval Processes

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OVERVIEW

Program & Course Approval Processes

- What requires approval...?
- How do I submit programs or courses for approval...?
- What happens to your application during our review...?
- How long will it take to get through the approval process...?
- Who approves what...?
- Who do I contact for help...?

APPROVAL PROCESSES

Program Approval Manual → ICCB Website

http://www2.iccb.org/academic_affairs/iccb-manuals/program-approval-manual/

APPROVAL PROCESSES

What types of curricula require ICCB Approval...?

ALL credit-bearing programs

- All Baccalaureate/Transfer programs
 - A.A., A.S., A.F.A., A.E.S., A.G.S. degrees
 - GECC Certificates

- All Career & Tech Ed (CTE) programs
 - Associate in Applied Science (AAS) degrees (60+ch)
 - CTE Certificates (30+ credit hours)
 - Basic CTE Certificates (.5-29 credit hours)

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What happens to your application during our review...?

The **Process** is relatively simple...

- ICCB staff review each application
- Review is ongoing – submit anytime
- ICCB Staff contact the college with questions
- Review the college's response
 - (may take more than one round to clarify)*
- Share each application with a Review Team
- Make recommendations to the ICCB and, where necessary, IBHE for approval of each program

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**How long will it take to get through
the approval process...?**

Approval Time varies & depends on...

- Type of Program
- Level of approval being requested
- Thoroughness of application
- Date of next ICCB/IBHE meeting

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Types of Programs

- **R&M Extensions** – Extensions from existing active & permanently approved curricula
- **Basic Certificates** – Shorter-term training, typically less than 2 semesters in length & less than 30ch
- **CTE Certificates** – Longer-term training, typically between 1-3 semesters in length & 30-50ch
- **CTE AAS degrees** – Associate degree level training, typically 4 semesters in length between 60-72ch

Levels of Approval

- **Permanent Approval** – full application & approval required by all appropriate Staff/Boards
- **Temporary Approval** – “abbreviated” application & approval varies with further approval requirements down the road

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Thoroughness of the Application...

Applications: Form 20, Form 20T, Form 21

- THE #1 thing to remember is answer all the questions
 - “NA” = Not Acceptable
- If you aren't sure what the question is asking, ask ICCB staff
- ICCB staff may ask several rounds of “TQs” (technical questions) leading right up to our agenda item deadline
- The longer it takes CC staff to respond to those TQs, the longer the approval process takes

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Who Approves What...?

ICCB Approves

- All Baccalaureate/Transfer degrees
- All CTE (AAS) degrees
- All CTE Certificates (30+ch)
- All GECC Credentials
- All R&M extension requests
- All Permanent requests
- All Temporary requests

IBHE Approves

- All Baccalaureate/Transfer degrees
- All CTE (AAS) degrees
- All Permanent requests

APPROVAL PROCESSES

A familiar note on timelines...

- Assuming a complete & *quality* application packet, the ICCB cannot guarantee board approval for programs by the fall semester for applications submitted after March 31st of each year. The ICCB cannot guarantee board approval for programs by the spring semester for applications submitted after October 31st of each year.

APPROVAL PROCESSES

What makes a Quality Application?

- THE #1 thing to remember is answer all the questions
- “NA” = Not Acceptable
- Use lay-person’s terms / Don’t assume we know what you mean
- If you aren’t sure what the question is asking, ask ICCB staff
- Signed/Dated and Attachments included
- Include a signed/dated Form 22 with all new program apps

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What happens once a Program is Approved...

ICCB-only Approved programs

- Certificates / Programs w/Temporary approval/ R&MEs
- Takes place after the ICCB meets

IBHE Approved programs

- All Associates degrees
- Takes place after the IBHE meets

Approval Notification

- Letter from ICCB ED to CC President
- Process Form 22(s) –ICCB Staff enter new Curriculum Prefix/# into Master File
- Scanned copies of Application Cover Page/Form 22 to Contact & CAO

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Date / Time of Next Board Meeting...

ICCB Meetings

<http://www2.iccb.org/iccb/board-information/board-meetings/>

IBHE Meetings

<https://www.ibhe.org/calendar.html>

Check with ICCB Staff for corresponding Board Agenda deadlines.

ICCB often 4-6 weeks ahead; IBHE often 6-8 weeks ahead

Always send in your complete & quality applications as early as possible.

APPROVAL PROCESSES

Course Approval...

New Courses attached to a New Program

- Submit after approval notification from ICCB staff
- Submit through ICCIS

New Courses attached to an Existing Program

- Submit w/in 30 days of offering or anytime into the future
- Submit through ICCIS

Course Modifications/ Withdrawals / Reuses

- Submit w/in 30 days of offering or anytime into the future
- Submit through ICCIS

ICCB Staff has 30 days from receipt of request to review & respond

APPROVAL PROCESSES

Course Approval...

What requires course approval...?

**ALL courses for which the CC seeks state funding
(aka credit hour reimbursement / apportionment)**

- Baccalaureate/Transfer Courses (PCS 1.1)
- Career & Technical Courses (PCS 1.2)
- Developmental Courses (PCS 1.4)
- Vocational Skills Courses (PCS 1.6)
- Adult Ed/ESL Courses (PCS 1.7, 1.8. 1.9)

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Course Approval...

Course Approval process

- Submit through ICCIS
- Course reviewed by appropriate ICCB Staff
- Course approved/denied in ICCIS
- Course info will transfer b/t ICCIS & ICCB Master File overnight

Questions on Course submissions

- General/Basic issues will get a denial
- Trickier issues may require some discussion
- Course submissions may “error” out during the ICCIS transfer
- Check this in ICCIS regularly – IF Staff cannot resolve, they will contact you for more information as necessary to correct the error & process the request

ICCB Staff has 30 days from receipt of request to review & respond



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Curriculum Change Approval...

Modifications /Inactivation/Withdrawal of Existing Curriculum

- Submit through ICCIS
- Change reviewed by appropriate ICCB Staff
- Change approved/denied in ICCIS
- Curricular info will save to ICCB Master File overnight

Questions on Curriculum Change submissions

- General/Basic issues will get a denial
- Trickier issues may require some discussion
- Curricular submissions may “error” out during the overnight save
- Staff will contact you for more information as necessary to correct the error & process the request

ICCB Staff has 30 days from receipt of request to review & respond

APPROVAL PROCESSES

Volume/BULK Changes...

Volume Withdrawals / Changes to Existing Courses & Curriculum

- Changes of 10+
 - Submitted via BULK process in ICCIS
 - Changes reviewed by appropriate ICCB Staff
- Verify information was saved correctly by downloading your Master File through ICCIS

ICCB Staff has 30 days from receipt of request to review & respond

APPROVAL PROCESSES

Who do I contact for help...?

Academic Affairs / Program Approval Staff

Tricia Broughton

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~Thank you ~

Please contact us anytime with questions!