



# **PROGRAM & COURSE APPROVAL**

## **An Overview of ICCBs Approval Processes**

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# OVERVIEW

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## 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

[www2.iccb.org/academic\\_affairs/iccb-manuals/program-approval-manual/](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)

# APPROVAL PROCESSES

## 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

# APPROVAL PROCESSES

**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

# APPROVAL PROCESSES

## 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

# APPROVAL PROCESSES

## 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



# APPROVAL PROCESSES

## 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 31<sup>st</sup> of each year. The ICCB cannot guarantee board approval for programs by the spring semester for applications submitted after October 31<sup>st</sup> 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

# APPROVAL PROCESSES

## 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

# APPROVAL PROCESSES

## Date / Time of Next Board Meeting...

### ICCB Meetings

2021

- December 3

2022

- January 28
- March 25
- June 17

### IBHE Meetings

2021

- December 14

2022

- TBD

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)

# APPROVAL PROCESSES

## 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*





# APPROVAL PROCESSES

## Curriculum Change Approval...

### Modifications /Inactivation/Withdrawal of Existing Curriculum

- Submit through ICCIS
- Change reviewed by appropriate ICCB Staff
- Change approved/denied in CNET
- Curricular info will transfer b/t CNET & 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 CNET transfer
- 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
- Changes forwarded to IT Staff
- ICCB Staff will contact you when changes have been processed
- 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**

[tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov)

~Thank you ~

Please contact us anytime with questions!