



Manual of Policy and Procedures

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PURPOSE

The overall purpose of the policy is to support the mission of the VSC: for the benefit of Vermont, to provide affordable, high quality, student-centered and accessible education, fully integrating professional, liberal, and career study consistent with student aspirations and local, state, regional, national, and global needs. In addition, the policy:

1. links the development of new programs directly to institutional and system priorities and strategic planning,
2. encourages early program planning collaboration across VSC colleges,
3. requires proposed new programs to identify student learning outcomes and begin to plan for their assessment,
4. maintains flexibility for colleges to respond to market demands, and
5. streamlines and accelerates the program approval process.

The VSC supports the development of new academic programs that meet the changing educational needs of students and the State. This policy affects proposals for new degrees, new majors, and new fully online, distance-delivery, or low-residency programs.

CRITERIA FOR REVIEW

At a minimum, a new academic program will:

1. align with and support the mission of the VSC and the college,
2. support institutional and system strategic planning directions,
3. assist in meeting State needs and/ or serve a new student market,
4. provide a clear and viable career path for program completers, and
5. strengthen the fiscal stability/ health of the college.

In addition, a new academic program will complement, extend and/ or diversify the educational offerings of the VSC, as well as contribute to the fiscal stability of the system.

PROPOSAL AND REVIEW PROCESS

Step 1: Preliminary Review

- The President of the college initiating the program idea sends an electronic message to the Council of Presidents.
- The message provides a brief summary of the program planning idea, an initial assessment based on the Policy 102 Step 1 Rubric, and an invitation to collaborate across colleges.
- The message also provides an opportunity for other VSC presidents and/or the Chancellor's Office to voice reservations or endorse the program idea.
- The Chancellor, in collaboration with the presidents, will use the Policy 102 Step 1 Rubric to determine whether or not the proposal is endorsed for further development.

Step 2: Proposal Development

- Proposals for the delivery of existing degree programs via new online, low-residency, or telepresence models, if approved by the Chancellor, will be presented to EPSL in a summary update by the President.
- For all other new program proposals, the President will inform the Board via electronic message or informational update with the anticipated submission date of the completed New Program Proposal (see attached template) to the EPSL Committee for review.

Step 3: Proposal Review

- The President submits a New Program Proposal to EPSL for review and recommendation to the Board of Trustees. EPSL may identify specific issues/questions for the college to address in a proposal revision before considering whether to recommend the proposal for approval by the Board.
- If forwarded by EPSL, the full Board of Trustees reviews the New Program Proposal and makes a final decision about whether or not to approve the new program.

Signed by:



Jeb Spaulding, Chancellor

Date	Version	Revision	Approved By
10/25/2001	1.0	Adopted	VSCS Board of Trustees
4/17/03	2.0	Revised for Uniform Guidance	VSCS Board of Trustees

4/28/11	3.0	Revised for Uniform Guidance	VSCS Board of Trustees
7/21/16	4.0	Revised for Uniform Guidance	VSCS Board of Trustees
6/20/19	5.0	Revised for Uniform Guidance	VSCS Board of Trustees