Academic Guidelines

Academic and Student Affairs

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MISSISSIPPI

INSTITUTIONS OF HIGHER LEARNING

October 19, 2023

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  - Intent to Offer, Modify, or Delete Certificate Program

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- **September 2023** – No CAO Meeting
- **September 21, 2023 –** IHL Board Meeting (retreat)
- **September 29, 2023,** for November 2023 Board Meeting
  - New Degree Program Proposal
  - Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
  - Intent to Offer an Existing Degree Program by Distance Learning
  - New Academic Unit Proposal
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  - Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete
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October 2023 Dates and Deadlines

- **October 2, 2023,** for May 2024 Board Meeting
  - Textbook Report
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- **October 18, 2023** – CAO Meeting
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November 2023 Dates and Deadlines

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- **December 15, 2023,** for February 2024 Board Meeting
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  - Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
  - Intent to Offer an Existing Degree Program by Distance Learning
  - New Academic Unit Proposal
  - New Institute or Center
  - Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete
  - Intent to Offer, Modify, or Delete Certificate Program
- **December 20, 2023** – CAO Meeting (Subject to Call)
- **December 21, 2023 –** IHL Board Meeting (Subject to Call)

January 2024 Dates and Deadlines

- **January 17, 2024** – CAO Meeting
- **January 18, 2024 –** IHL Board Meeting
- **January 26, 2024,** for March 2024 Board Meeting
  - Intent to Offer an Existing Degree Program by Distance Learning
  - Intent to Offer, Modify, or Delete Certificate Program

February 2024 Dates and Deadlines

- **February 14, 2024** – CAO Meeting
- **February 15, 2024 –** IHL Board Meeting
- **February 23, 2024,** for April 2024 Board Meeting
  - New Degree Program Proposal
  - Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
  - Intent to Offer an Existing Degree Program by Distance Learning
  - New Academic Unit Proposal
  - New Institute or Center
  - Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete
  - Intent to Offer, Modify, or Delete Certificate Program

March 2024 Dates and Deadlines

- **March 20, 2024** – CAO Meeting
- **March 21, 2024 –** IHL Board Meeting
- **March 25, 2024,** for May 2024 Board Meeting
  - Intent to Offer an Existing Degree Program by Distance Learning
  - Intent to Offer, Modify, or Delete Certificate Program

April 2024 Dates and Deadlines

- **April 1, 2024,** for April 2024 Board Meeting
  - Approval of Spring Degrees to be Conferred and List of Candidates' Names
- **April 17, 2024** – CAO Meeting
- **April 18, 2024 –** IHL Board Meeting
- **April 26, 2024,** for June 2024 Board Meeting
  - New Degree Program Proposal
  - Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
  - Intent to Offer an Existing Degree Program by Distance Learning
  - New Academic Unit Proposal
  - New Institute or Center
  - Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete

o   Intent to Offer, Modify, or Delete Certificate Program

May 2024 Dates and Deadlines

- **May 14, 2024** – OASA will send out list of Institutes and Centers for annual review
- **May 15, 2024** – CAO Meeting
- **May 16, 2024 –** IHL Board Meeting

June 2024 Dates and Deadlines

- **June 3, 2024,** for June 2024 Board Meeting
- **June 19, 2024** – CAO Meeting
- **June 20, 2024 –** IHL Board Meeting

July 2024 Dates and Deadlines

- **July 15, 2024,** for August 2024 Board Meeting
  - o   Post-Tenure Review Reporting Form
  - o   Tenure Reporting Form
  - o   Email notification of changes to list of Institutes and Centers
  - o   Annual Performance Report for MS Educator Prep Programs (This is provided by the IHL Deans/Directors of Education to the Associate Commissioner for Academic and Student Affairs.)
- **July 17, 2024** – CAO Meeting (Subject to Call)
- **July 18, 2024 –** IHL Board Meeting (Subject to Call)

August 2024 Dates and Deadlines

- **August 1, 2024,** for August 2024 Board Meeting
  - o   Institutional Organizational Charts
  - o   Textbook Report
  - o   Approval of Summer Degrees to be Conferred and List of Candidates' Names
- **August 14, 2024** – CAO Meeting
- **August 15, 2024 –** IHL Board Meeting

September 2024 Dates and Deadlines

- **September 6, 2024,** for October 2024 Board Meeting
  - o   Accreditation Reports
  - o   Academic Productivity Review (if applicable)
  - o   New Academic Program Audit (if applicable)
  - o   New Degree Program Proposal
  - o   Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
  - o   Intent to Offer an Existing Degree Program by Distance Learning
  - o   New Academic Unit Proposal
  - o   New Institute or Center
  - o   Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete
  - o   Intent to Offer, Modify, or Delete Certificate Program
- **September 2024** – No CAO Meeting
- **September 19, 2024 –** IHL Board Meeting (retreat)
- **September 27, 2024,** for November 2024 Board Meeting
  - o   New Degree Program Proposal
  - o   Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
  - o   Intent to Offer an Existing Degree Program by Distance Learning
  - o   New Academic Unit Proposal
  - o   New Institute or Center
  - o   Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete
  - o   Intent to Offer, Modify, or Delete Certificate Program

October 2024 Dates and Deadlines

- **October 1, 2024,** for May 2025 Board Meeting
  - Annual Nursing Data (This is provided by the Nursing Dean/Director to IHL Director of Nursing Education.)
- **October 16, 2024** – CAO Meeting
- **October 17, 2024 –** IHL Board Meeting

November 2024 Dates and Deadlines

- **November 1, 2024,** for November 2024 Board Meeting
  - Approval of Fall Degrees to be Conferred and List of Candidates' Names
- **November 20, 2024** – CAO Meeting
- **November 21, 2024 –** IHL Board Meeting
- **November 29, 2024,** for January 2025 Board Meeting
  - Intent to Offer an Existing Degree Program by Distance Learning
  - Intent to Offer, Modify, or Delete Certificate Program

December 2024 Deadlines

- **December 2, 2024**
  - Report on Active Academic Program Under Stipulations – 1st Annual Report (if applicable)
- **December 16, 2024,** for February 2025 Board Meeting
  - New Degree Program Proposal
  - Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
  - Intent to Offer an Existing Degree Program by Distance Learning
  - New Academic Unit Proposal
  - New Institute or Center
  - Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete
  - Intent to Offer, Modify, or Delete Certificate Program
- **December 18, 2024** – CAO Meeting (Subject to Call)
- **December 19, 2024 –** IHL Board Meeting (Subject to Call)

Note: Reports/Forms in red text signify routinely required reports/forms. Reports/Forms in black text signify institutional need-based reports/forms.

Definitions

Academic Program Inventory

The Classification of Instructional Programs Edition 2020 (CIP) is used to classify all degree programs into major discipline divisions. Currently, there are 33 CIP codes used within the System's Academic Program Inventory (API).

Within the API, the discipline divisions are specified at the two-digit CIP code level and the degree programs are represented at the six-digit CIP code level. The API includes all degree programs which have been approved by the Board for implementation at the respective universities.

A degree program is a course of study with a prescribed set of requirements which a student must complete. It is identified by a specific degree title and a specific major subject matter area. The name of the major must reflect accurately the skills, competencies, and knowledge to be attained in the course of studies.

Distance Learning

Distance learning may be defined as "institutionally based formal education where the learning group is separated and where interactive communications systems are used to connect instructors, learners, and resources" (*The Quarterly Review of Distance Education*) or "the acquisition of knowledge and skills through mediated information and instruction, encompassing all technologies and other forms of learning at a distance" (*United States Distance Learning Association*).

A synchronous learning environment supports live, two-way oral and/or visual communications between the instructor and the student (constrained by time but not place) while an asynchronous learning environment is when communication between the instructor and the student is not real-time (constrained by neither time nor place).

Presently, a course is considered a distance learning course when at least 50% of the course is available via technology-based instruction while a program is considered to be a distance learning program when at least 50% of the program is available via technology-based instruction.

Academic Organizational Structure

Colleges and Schools are the "macro" organizational entity for collections of academic units. Their budgets are generally large, and the academic head of a college is generally a dean.

Departments are the primary academic, operational, and administrative organizational units. Departments are organized around common and similar academic areas, and generally command notable budgets. Faculty numbers could range from small to large (twenty or more faculty).

Classification of Instructional Programs (CIP) Codes

The Classification of Instructional Programs Edition 2020 (CIP) is used to classify all degree programs into major discipline divisions. Currently, the 33 codes used within the System are:

Classification of Instructional Programs Edition 2020	
Code	**Title**
01.	Agriculture/Animal/Plant/Veterinary Science and Related Fields
03.	Natural Resources and Conservation
04.	Architecture and Related Services
05.	Area, Ethnic, Cultural, and Gender Studies
09.	Communication, Journalism, and Related Programs
11.	Computer and Information Sciences and Support Services
12.	Culinary, Entertainment, and Personal Services
13.	Education
14.	Engineering
15.	Engineering/Engineering-Related Technologies/Technicians
16.	Foreign Languages, Literatures, and Linguistics
19.	Family and Consumer Sciences/Human Sciences
22.	Legal Professions and Studies
23.	English Language and Literature/Letters
24.	Liberal Arts and Sciences, General Studies and Humanities
25.	Library Science
26.	Biological and Biomedical Sciences
27.	Mathematics and Statistics
29.	Military Technologies and Applied Sciences
30.	Multi/Interdisciplinary Studies
31.	Parks, Recreation, Leisure, Fitness, and Kinesiology
38.	Philosophy and Religious Studies
40.	Physical Sciences
41.	Science Technologies/Technicians
42.	Psychology
43.	Homeland Security, Law Enforcement, Firefighting and Related Protective Services
44.	Public Administration and Social Service Professions
45.	Social Sciences
49.	Transportation and Materials Moving
50.	Visual and Performing Arts
51.	Health Professions and Related Programs
52.	Business, Management, Marketing, and Related Support Services
54.	History

Note: CIP Codes include undergraduate and graduate programs.

Establishment of New Academic Degree Programs

Report due to IHL: As needed by institution (See 2023-24 deadlines)
Template: New Academic Degree Program Proposal (Appendix 8)
File Types to Submit to IHL: PDF format with signatures
Corresponding Board Policies: 201.0507, 501, and 502

New degree program requests are considered by the Board of Trustees at five (5) Board meetings: February, April, June, October, and November.

When required by SACSCOC guidelines for substantive change, institutions must adhere to *SACSCOC* procedures for proper notification and/or approval. New degree programs that are substantive changes <u>will not be added to the Academic Program Inventory and institutions are prohibited from admitting students</u> until the Office of Academic and Student Affairs receives documentation that the program has been included in the scope of the institution's accreditation.

When approved by the Board of Trustees and there are no substantive change limitations for admitting students, a new degree program shall enroll students within two academic years of approval. If the program has not enrolled students by the end of the second academic year, Board approval is rescinded, and the program will be deleted from the Academic Program Inventory.

It is expected that all new degree programs:

- Will be consistent with the role and mission of the institution;

- Will be considered only when all university degree programs within that discipline have professional accreditation (if available) and have met the minimum standards of productivity;

- Will be considered only when professional accreditation will be sought for this program (if available);

- Will require no more than 124 credit hours towards graduation if the request is for an undergraduate program, unless it meets the standard for exception;

- Will be consistent with the curricula of similar programs in this discipline and will meet any licensing or certification needs;

- Will meet local, state, regional, and national educational, societal, or cultural needs;

- Will not be unnecessarily duplicative of other programs within the System;

- Will be funded through documented resources; and

- Will include procedures for program effectiveness.

Process

1. A university requesting a new degree program shall submit an electronic, signed PDF copy of the ***New Academic Degree Program Proposal*** to the OASA two months prior to the Board meeting at which action is expected.

2. Request for new degree programs will be evaluated by OASA during the <u>two months prior to the Board meeting</u> at which action is expected and placed on the agenda of the Chief Academic Officer's Council meeting <u>one month prior to the Board meeting</u> at which action is expected.

3. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the requests for a new degree program.

4. If the Associate Commissioner of Academic and Student Affairs renders a positive decision, the requests for modification to an existing academic degree program will be placed on the Board of Trustees' <u>Regular Agenda</u>.

NEW ACADEMIC DEGREE PROGRAM PROPOSAL

Institutional Request Form – Appendix 8
(Submit in PDF format with signatures.)

Institution:	Choose an item.

Date of anticipated implementation:	Click or tap to enter a date.

Program title as it will appear on Academic Program Inventory, Diploma, and Transcript:	Click or tap here to enter text.
Name of degree(s) to be awarded:	Click or tap here to enter text.
Six-digit CIP code:	Click or tap here to enter text.
Total credit-hour requirement to earn the degree:	Click or tap here to enter text.
Responsible academic unit:	Click or tap here to enter text.
Institutional contact:	Click or tap here to enter text.
Phone:	
Email:	

SACSCOC Substantive Change:	☐ Program proposed **IS NOT** a substantive change.
	☐ Program proposed **IS** a substantive change.

Incremental, five-year cost of implementation:	Click or tap here to enter text.
Incremental, five-year per student cost of implementation:	Click or tap here to enter text.
Potential five-year, new revenue:	Click or tap here to enter text.
Potential new, five-year revenue per student:	Click or tap here to enter text.
Will it attract new students to the university?	☐ Yes
	☐ No

List any institutions within the State offering similar programs:	Click or tap here to enter text.

Number of students expected to enroll in first 5 years:		Number of students expected to graduate in first 5 years:	
Year 1	Click or tap here to enter text.	Year 1	Click or tap here to enter text.
Year 2	Click or tap here to enter text.	Year 2	Click or tap here to enter text.
Year 3	Click or tap here to enter text.	Year 3	Click or tap here to enter text.
Year 4	Click or tap here to enter text.	Year 4	Click or tap here to enter text.
Year 5	Click or tap here to enter text.	Year 5	Click or tap here to enter text.
Total	Click or tap here to enter text.	Total	Click or tap here to enter text.

Program summary (include second majors completed, if applicable):
Click or tap here to enter text.

The audit of recently approved academic programs ensures that the program outcomes are congruent with the Board-approved proposal.

Please respond to the questions on the following pages to aid the institution and IHL staff in making recommendations to the IHL Board of Trustees.

_____   _____
Chief Academic Officer Signature – Date   Institutional Executive Officer Signature – Date

New Academic Degree Program Questions:

1   Describe how the degree program will be administered including the name and title of person(s) who will be responsible for curriculum development and ongoing program review.

NEW ACADEMIC DEGREE PROGRAM PROPOSAL
Institutional Request Form – Appendix 8
(Submit in PDF format with signatures.)

Click or tap here to enter text.

| 2 | Describe the educational objectives of the degree program including the specific objectives of any concentrations, emphases, options, specializations, tracks, etc. |

Click or tap here to enter text.

| 3 | Describe any special admission requirements for the degree program including any articulation agreements that have been negotiated or planned. |

Click or tap here to enter text.

| 4 | Describe the professional accreditation that will be sought for this degree program. If a SACSCOC visit for substantive change will be necessary, please note. |

Click or tap here to enter text.

| 5 | Describe the curriculum for this degree program including the recommended course of study (appending course descriptions for all courses) and any special requirements such as clinical, field experience, community service, internships, practicum, a thesis, etc. |

Click or tap here to enter text.

| 6 | Describe the faculty who will deliver this degree program including the members' names, ranks, disciplines, current workloads, and specific courses they will teach within the program. If it will be necessary to add faculty in order to begin the program, give the desired qualifications of the persons to be added. |

Click or tap here to enter text.

| 7 | Describe the library holdings relevant to the proposed program, noting strengths and weaknesses. If there are guidelines for the discipline, do current holdings meet or exceed standards? |

Click or tap here to enter text.

| 8 | Describe the procedures for evaluation of the program and its effectiveness in the first five years of the program, including admission and retention rates, program outcome assessments, placement of graduates, changes in job market need/demand, ex-student/graduate surveys, or other procedures. |

Click or tap here to enter text.

| 9 | What is the specific basis for determining the number of graduates expected in the first five years? |

Click or tap here to enter text.

| 10 | Using expected enrollment, provide the total anticipated budget for the program including implementation and 4 subsequent years (total of 5 years) of operation; any anticipated direct, indirect, and incremental costs necessary to start the program; anticipated, incremental annual revenue based on student enrollment; and other sources of funding. |

Please explain what has been included in the costs and revenues.

Start-Up Costs: one-time costs associated with offering this program

Direct, Incremental Costs: additional annual costs to the university as a result of offering this program

Incremental Revenue: additional annual revenue assuming that this program will bring in new students paying full tuition

Non-Tuition Revenue: external funds, grants, contracts or other revenues attributable to the addition of this program

Differential: all revenues minus additional annual costs

Year	Incoming Students	Total Enrollment	Start-Up Costs	A Additional Annual Costs	B Additional Annual Revenue	C Non-Tuition Revenue	(B+C)-A Differential
2023-24	0	0	$0.00	$0.00	$0.00	$0.00	$0.00

10/26/22 cp

2024-25	0	0	$0.00	$0.00	$0.00	$0.00	$0.00
2025-26	0	0	$0.00	$0.00	$0.00	$0.00	$0.00
2026-27	0	0	$0.00	$0.00	$0.00	$0.00	$0.00
2027-28	0	0	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL	0	0	$0.00	$0.00	$0.00	$0.00	$0.00

Click or tap here to enter text.

| 11 | Program Demand: Select one or both of the following to address student demand: |

☐ Survey of Student Interest

Number of surveys administered: Click or tap here to enter text.
Number of completed surveys returned: Click or tap here to enter text.
Percentage of students interested in program: Click or tap here to enter text.

Include a brief statement that provides additional information to explain the survey.
Click or tap here to enter text.

☐ Market Analysis or Evidence of Labor Market Need
Click or tap here to enter text.

| 12 | Employment Opportunities for Graduates (state, region, nation): |

Click or tap here to enter text.

Modifications to Existing Academic Units

Report due to IHL: As needed by institution (See 2022-23 deadlines)
Templates: Modification to Existing Academic Unit (Appendices 13abc)
File Types to Submit to IHL: PDF format with signatures
Corresponding Board Policy: 502

Modifications to existing academic unit requests are considered by the Board of Trustees at five (5) Board meetings: February, April, June, October, and November. This type of request includes any renaming, reorganization, or deletion of departments, schools, or colleges. As of January 2022, requests to establish new Institutes and Centers have a separate process and form.

It is expected that all *renaming* and *reorganization* of existing academic units:

- Will be consistent with the role and mission of the institution;

- Will be considered only when all degree programs within the proposed unit have professional accreditation (if available) and have met the minimum standards of productivity (if professional accreditation is not available);

- Will not result in the expansion of the institution's academic degree program inventory (this should be done through the Establishment of New Degree Program process);

- Will be consistent with the academic unit structures of peer institutions; and

- Will be funded through documented resources.

It is expected that all *deletions* of existing academic units:

- Will be consistent with the role and mission of the institution; and

- Will affect a minimum number of students, faculty, and staff.

Process

1. A university requesting to modify an existing academic unit shall submit an electronic, signed PDF copy of the ***Modification to Existing Academic Unit*** proposal to the Office of Academic and Student Affairs (OASA) two months prior to the Board meeting at which action is expected. If the proposal is insufficient or unsubstantiated information is provided, OASA may seek clarification or further information from the institution.

2. Requests for modifications to an existing academic unit will be evaluated by OASA during the two months prior to the Board meeting at which action is expected.

3. Requests for modifications to an existing academic unit will be placed on the agenda of the Chief Academic Officer's Council meeting one month prior to the Board meeting at which action is expected.

4. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the requests for modifications to an existing academic unit during the month prior to the Board meeting at which action is expected.

5. The Associate Commissioner of Academic and Student Affairs will make a recommendation to the Commissioner during the month prior to the Board meeting at which action is expected.

6. The Commissioner will make a recommendation to the Board of Trustees in the respective month at which action is expected.

7. If the Commissioner renders a positive decision, the requests for modification to an existing academic degree program will be placed on the Board of Trustees' <u>Consent Agenda</u>.

MODIFICATION TO EXISTING ACADEMIC DEGREE PROGRAM
Institutional Request Form – Appendices 9ab
(Submit in PDF format with signatures.)

Institution:	Choose an item.

Date of anticipated modification implementation:	Click or tap to enter a date.

Modification request:	☐Rename ☐Consolidate

Responsible academic unit: Institutional contact: Phone: Email:	Click or tap here to enter text. Click or tap here to enter text.

List any institutions within the State offering similar programs:	Click or tap here to enter text.

RENAMING - Complete this section if modification being requested is the renaming of an academic degree program.

Program title as it currently appears on Academic Program Inventory, Diploma, and Transcript:	Click or tap here to enter text.
New program title as it will appear on Academic Program Inventory, Diploma, and Transcript:	Click or tap here to enter text.
Degree(s) awarded:	Click or tap here to enter text.
Six-digit CIP code, IHL sequence code:	Click or tap here to enter text.
Total credit-hour requirement:	Click or tap here to enter text.

CONSOLIDATING - Complete this section if modification being requested is the consolidation of academic degree programs.

Program titles as currently appears on Academic Program Inventory, Diploma, and Transcript:	Click or tap here to enter text.
New consolidated program title as it will appear on Academic Program Inventory, Diploma, and Transcript:	Click or tap here to enter text.
Degree(s) to be awarded:	Click or tap here to enter text.
Six-digit CIP code, IHL sequence code for consolidated program:	Click or tap here to enter text.
Six-digit CIP code, IHL sequence code for program(s) that are to be eliminated through the consolidation process: (Deletion forms do not need to be completed for these.)	Click or tap here to enter text.
Total credit-hour requirement for new consolidated program:	Click or tap here to enter text.

Please respond to the questions on the following pages to aid the institution and IHL staff in making recommendations to the IHL Board of Trustees regarding this proposal.

_____   _____
Chief Academic Officer Signature – Date   Institutional Executive Officer Signature – Date

MODIFICATION TO EXISTING ACADEMIC DEGREE PROGRAM
Institutional Request Form – Appendices 9ab
(Submit in PDF format with signatures.)

Number of students enrolled in last 5 years: (For consolidation request, combine numbers for all programs to be consolidated)		Number of graduates expected in next 5 years in renamed/consolidated program:	
Year 1	Click or tap here to enter text.	Year 1	Click or tap here to enter text.
Year 2	Click or tap here to enter text.	Year 2	Click or tap here to enter text.
Year 3	Click or tap here to enter text.	Year 3	Click or tap here to enter text.
Year 4	Click or tap here to enter text.	Year 4	Click or tap here to enter text.
Year 5	Click or tap here to enter text.	Year 5	Click or tap here to enter text.
Total	Click or tap here to enter text.	Total	Click or tap here to enter text.

Program summary:

Click or tap here to enter text.

Program Modification Questions:

1 Describe how the proposed modification fits within the mission of the institution.

Click or tap here to enter text.

2 Is this modification unnecessarily duplicative of other programs within the IHL system?

Click or tap here to enter text.

3 Describe the anticipated institutional impact including any research efforts associated with this program.

Click or tap here to enter text.

4 Are there any anticipated budget savings associated with the proposed modification?

Click or tap here to enter text.

5 Are there any changes to the educational objectives of the degree program associated with the proposed modification?

Click or tap here to enter text.

6 Are there any changes to the curriculum of the degree program associated with the proposed modification?

Click or tap here to enter text.

7 Describe how the proposed modifications will affect program faculty.

Click or tap here to enter text.

8 Describe the evaluation process which led to the request for the proposed modification.

Click or tap here to enter text.

MODIFICATION TO EXISTING ACADEMIC DEGREE PROGRAM
Institutional Request Form – Appendices 9ab
(Submit in PDF format with signatures.)

Please respond to the questions on the following pages to aid the institution and IHL staff in making recommendations to the IHL Board of Trustees regarding this proposal.

_____
Chief Academic Officer Signature – Date

_____
Institutional Executive Officer Signature – Date

Number of students enrolled in last 5 years: (For consolidation request, combine numbers for all programs to be consolidated)		Number of graduates expected in next 5 years in renamed/consolidated program:	
Year 1	Click or tap here to enter text.	Year 1	Click or tap here to enter text.
Year 2	Click or tap here to enter text.	Year 2	Click or tap here to enter text.
Year 3	Click or tap here to enter text.	Year 3	Click or tap here to enter text.
Year 4	Click or tap here to enter text.	Year 4	Click or tap here to enter text.
Year 5	Click or tap here to enter text.	Year 5	Click or tap here to enter text.
Total	Click or tap here to enter text.	Total	Click or tap here to enter text.

Rationale for request:
Click or tap here to enter text.

Program Modification Questions:

1 Describe how the proposed modification fits within the mission of the institution.
Click or tap here to enter text.

2 Is this modification unnecessarily duplicative of other programs within the IHL system?
Click or tap here to enter text.

3 Describe the anticipated institutional impact including any research efforts associated with this program.
Click or tap here to enter text.

4 Are there any anticipated budget savings associated with the proposed modification?
Click or tap here to enter text.

5 Are there any changes to the educational objectives of the degree program associated with the proposed modification?
Click or tap here to enter text.

6 Are there any changes to the curriculum of the degree program associated with the proposed modification?
Click or tap here to enter text.

7 Describe how the proposed modifications will affect program faculty.
Click or tap here to enter text.

8 Describe the evaluation process which led to the request for the proposed modification.
Click or tap here to enter text.

SUSPEND OR DELETE AN EXISTING ACADEMIC DEGREE PROGRAM
Institutional Request Form – Appendix 9c
(Submit in PDF format with signatures.)

Institution:	Choose an item.

Date of anticipated modification implementation:	Click or tap to enter a date.

Modification request:	☐Suspend ☐Delete

Responsible academic unit: Institutional contact: Phone: Email:	Click or tap here to enter text. Click or tap here to enter text.

List any institutions within the State offering similar programs:	Click or tap here to enter text.

Program title(s) as it appears on Academic Program Inventory, Diploma, and Transcript:	Click or tap here to enter text.
Degree(s) awarded:	Click or tap here to enter text.
Six-digit CIP code, IHL sequence code:	Click or tap here to enter text.
Total credit-hour requirement:	Click or tap here to enter text.
Number of students presently enrolled:	Click or tap here to enter text.
Number of faculty affected:	Click or tap here to enter text.

Number of students enrolled in last 5 years:		Number of graduates in last 5 years:	
Year 1	Click or tap here to enter text.	Year 1	Click or tap here to enter text.
Year 2	Click or tap here to enter text.	Year 2	Click or tap here to enter text.
Year 3	Click or tap here to enter text.	Year 3	Click or tap here to enter text.
Year 4	Click or tap here to enter text.	Year 4	Click or tap here to enter text.
Year 5	Click or tap here to enter text.	Year 5	Click or tap here to enter text.
Total	Click or tap here to enter text.	Total	Click or tap here to enter text.

Reason for request:
Click or tap here to enter text.

Effect on institutional role and mission:
(For deletion, what is the impact on accreditation or other academic programs?)
Click or tap here to enter text.

_____   _____
Chief Academic Officer Signature – Date   Institutional Executive Officer Signature – Date

Implementation of Distance Learning Degree Programs

Intent to Offer, Modify, or Delete Distance Learning Programs are presented as information to the Board of Trustees at all regular Board meetings: January, February, March, April, May, June, August, October, and November. All distance learning programs shall be in accordance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Principles of Accreditation* and Southern Regional Education Board *Principles of Good Practice*. Unless otherwise provided, all Board and university policies, standards, and guidelines for on- and off-campus instruction apply to distance learning. (If the distance learning program is a new degree program rather than an extension of a degree program already approved by the Board of Trustees, a *New Degree Program Proposal* must be completed.)

It is expected that all distance learning degree *programs*:

- Will be consistent with the role and mission of the institution;

- Will be considered only when all university degree programs within that discipline have professional accreditation (if available) and have met the minimum standards of productivity;

- Will be considered only when professional accreditation will be sought for this program (if available);

- Will require no more than 124 credit hours towards graduation if the request is for an undergraduate program unless it meets the standard for exception;

- Will be consistent with the curricula of similar programs in this discipline and will meet any licensing or certification needs;

- Will meet local, state, regional, and national educational, societal, or cultural needs;

- Will not be unnecessarily duplicative of other programs within the System;

- Will be funded through documented resources;

- Will include procedures for program effectiveness; and

- Will take into account Board Policy 201.0507 (especially, sections D, E, and I).

Process

1. A university requesting to offer a degree program by distance learning shall submit an electronic, signed PDF copy of the ***Intent to Offer an Existing Degree Program by Distance Learning*** to the Office of Academic and Student Affairs (OASA).

2. The Report will be evaluated by OASA.

3. The Report will be placed on the agenda of the Chief Academic Officer's Council meeting.

4. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the Report.

5. The Board of Trustees will receive the *Distance Learning Report of Intent* on the Information Agenda at the appropriate meeting.

INTENT TO OFFER AN EXISTING DEGREE PROGRAM BY DISTANCE LEARNING

Institutional Request Form – Appendix 10
(Submit in PDF format with signatures.)

Institution:	Choose an item.

Date of anticipated implementation:	Click or tap to enter a date.

Program title(s) as it appears on Academic Program Inventory, Diploma, and Transcript:	Click or tap here to enter text.
Degree(s) awarded:	Click or tap here to enter text.
Six-digit CIP code, IHL sequence code:	Click or tap here to enter text.
Total credit-hour requirement:	Click or tap here to enter text.

Cost to offer by distance learning:	Click or tap here to enter text.
Institutional contact:	Click or tap here to enter text.
Phone:	
Email:	

List any institutions within the State offering similar programs:	Click or tap here to enter text.

Can this program be completed entirely online?	☐Yes ☐No
Will this program require separate admission from those offered on campus?	☐Yes ☐No

Number of students enrolled in last 5 years:		Number of graduates in last 5 years:	
Year 1	Click or tap here to enter text.	Year 1	Click or tap here to enter text.
Year 2	Click or tap here to enter text.	Year 2	Click or tap here to enter text.
Year 3	Click or tap here to enter text.	Year 3	Click or tap here to enter text.
Year 4	Click or tap here to enter text.	Year 4	Click or tap here to enter text.
Year 5	Click or tap here to enter text.	Year 5	Click or tap here to enter text.
Total	Click or tap here to enter text.	Total	Click or tap here to enter text.

Program Summary:
Click or tap here to enter text.

_____   _____
Chief Academic Officer Signature – Date   Institutional Executive Officer Signature – Date

Establishment or Modification of Certificate Programs

> **Report due to IHL:** As needed by institution (See 2023-24 deadlines)
> **Template:** Intent to Offer, Modify, or Delete Certificate Program (Appendix 16)
> **File Types to Submit to IHL:** PDF format with signatures
> **Corresponding Board Policy:** 501

Establishment or modifications of Certificate Programs are presented as information to the Board of Trustees at all regular Board meetings: January, February, March, April, May, June, August, October, and November. The establishment or modification of certificate programs require no formal action by the Board of Trustees; however, the Associate Commissioner of Academic and Student Affairs should be informed of any certificate programs that carry academic credit in order for the programs to be placed on the Academic Program Inventory.

All certificate programs should follow the guidelines below:

- Certificate programs shall be consistent with the mission of the institution.

- Certificates programs shall be consistent with degree programs offered by the institution.

- Certificate programs shall require students to meet admission requirements of the institution.

- Certificate programs shall not exceed the level of courses offered by the institution.

- Certificate programs shall be greater than 9 but no more than 59 semester hours.

- Institutions offering certificate programs will maintain enrollment and completion data as part of the student's record.

- Certificate programs are submitted to the Office of Academic and Student Affairs.

Process

1. A university establishing, modifying, or deleting a certificate program shall submit an electronic, signed PDF copy of the ***Intent to Offer, Modify, or Delete a Certificate Program*** to the Office of Academic and Student Affairs (OASA). If the Report is insufficient or unsubstantiated information is provided, OASA may seek clarification or further information from the institution.

2. The Report will be evaluated by OASA.

3. The Report will be placed on the agenda of the Chief Academic Officer's Council meeting.

4. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the Report.

5. The Board of Trustees will receive the *Certificate Program Intent* on the Information Agenda at the appropriate meeting.

INTENT TO OFFER, MODIFY, OR DELETE A CERTIFICATE PROGRAM

Institutional Request Form – Appendix 16
(Submit in PDF format with signatures.)

Institution:	Choose an item.

Date of anticipated implementation:	Click or tap to enter a date.

Notification of intent to:	☐Offer a certificate ☐Modify an existing certificate ☐Delete a certificate

Certificate title as it will appear on Academic Program Inventory:	Click or tap here to enter text.
Six-digit CIP code (and four-digit IHL sequence code if this is a modification or deletion):	Click or tap here to enter text.
Total credit hours:	Click or tap here to enter text.
Unit head:	Click or tap here to enter text.
Phone:	
Email:	

OFFERING or MODIFYING a certificate - *Complete this section if the intent is to offer or modify a certificate.*

Vocational certificate:	☐Yes	☐No
Credit-bearing program:	☐Yes	☐No
Title IV financial aid eligible:	☐Yes	☐No

Which of the following best describes this certificate program?

☐ **Pre-Baccalaureate (Less than 1 Year)** - Undergraduate program with duration of less than one academic year; designed for completion in less than 30 credit hours

☐ **Pre-Baccalaureate (At Least 1 Year)** - Undergraduate program with duration of at least 1 year; designed for completion in at least 30 hours; does not meet requirements for associate or bachelor's degrees

☐ **Post-Baccalaureate** - Program designed beyond the baccalaureate degree but does not meet the requirements for a master's degree

☐ **Post-Master's** - Program designed beyond the master's degree but does not meet the requirements for a doctoral degree

☐ **Other** - Other certificate program not meeting one of the four criteria above

Program summary:

Click or tap here to enter text.

_____   _____
Chief Academic Officer Signature – Date   Institutional Executive Officer Signature – Date

Establishment of New Academic Units

Report due to IHL: As needed by institution (See 2023-24 deadlines)
Template: New Academic Unit Proposal (Appendix 12)
File Types to Submit to IHL: PDF format with signatures
Corresponding Board Policies: 501 and 502

Requests for the establishment of new academic units are considered by the Board of Trustees at five (5) Board meetings: February, April, June, October, and November. This type of request includes any new departments, schools, and colleges. As of January 2022, requests to establish new Institutes and Centers have a separate process and form.

It is expected that all new academic units:

- Will be consistent with the role and mission of the institution;

- Will be considered only when all degree programs within the proposed unit have professional accreditation (if available) and have met the minimum standards of productivity (if professional accreditation is not available);

- Will not result in the expansion of the institution's academic degree program inventory (this should be done through the Establishment of New Degree Program process);

- Will be consistent with the academic unit structures of peer institutions; and

- Will be funded through documented resources.

Process

1. A university requesting a new academic unit shall submit an electronic, signed PDF copy of the *New Academic Unit Proposal* to the Office of Academic and Student Affairs (OASA) two months prior to the Board meeting at which action is expected. If the proposal is insufficient or unsubstantiated information is provided, OASA may seek clarification or further information from the institution.

2. New academic unit requests will be evaluated by OASA during the two months prior to the Board meeting at which action is expected.

3. New academic unit requests will be placed on the agenda of the Chief Academic Officer's Council meeting one month prior to the Board meeting at which action is expected.

4. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the new academic unit request during the month prior to the Board meeting at which action is expected.

5. The Associate Commissioner of Academic and Student Affairs will make a recommendation to the Commissioner during the month prior to the Board meeting at which action is expected.

6. The Commissioner will make a recommendation to the Board of Trustees in the respective month at which action is expected.

7. If the Commissioner renders a positive decision, the requests for modification to an existing academic degree program will be placed on the Board of Trustees' Regular or Consent Agenda.

Modifications to Existing Academic Units

Report due to IHL: As needed by institution (See 2022-23 deadlines)
Templates: Modification to Existing Academic Unit (Appendices 13abc)
File Types to Submit to IHL: PDF format with signatures
Corresponding Board Policy: 502

Modifications to existing academic unit requests are considered by the Board of Trustees at five (5) Board meetings: February, April, June, October, and November.   This type of request includes any renaming, reorganization, or deletion of departments, schools, or colleges. As of January 2022, requests to establish new Institutes and Centers have a separate process and form.

It is expected that all *renaming* and *reorganization* of existing academic units:

- Will be consistent with the role and mission of the institution;

- Will be considered only when all degree programs within the proposed unit have professional accreditation (if available) and have met the minimum standards of productivity (if professional accreditation is not available);

- Will not result in the expansion of the institution's academic degree program inventory (this should be done through the Establishment of New Degree Program process);

- Will be consistent with the academic unit structures of peer institutions; and

- Will be funded through documented resources.

It is expected that all *deletions* of existing academic units:

- Will be consistent with the role and mission of the institution; and

- Will affect a minimum number of students, faculty, and staff.

Process

1. A university requesting to modify an existing academic unit shall submit an electronic, signed PDF copy of the ***Modification to Existing Academic Unit*** proposal to the Office of Academic and Student Affairs (OASA) two months prior to the Board meeting at which action is expected. If the proposal is insufficient or unsubstantiated information is provided, OASA may seek clarification or further information from the institution.

2. Requests for modifications to an existing academic unit will be evaluated by OASA during the two months prior to the Board meeting at which action is expected.

3. Requests for modifications to an existing academic unit will be placed on the agenda of the Chief Academic Officer's Council meeting one month prior to the Board meeting at which action is expected.

4. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the requests for modifications to an existing academic unit during the month prior to the Board meeting at which action is expected.

5. The Associate Commissioner of Academic and Student Affairs will make a recommendation to the Commissioner during the month prior to the Board meeting at which action is expected.

6. The Commissioner will make a recommendation to the Board of Trustees in the respective month at which action is expected.

7. If the Commissioner renders a positive decision, the requests for modification to an existing academic degree program will be placed on the Board of Trustees' <u>Consent Agenda</u>.

NEW ACADEMIC UNIT PROPOSAL
Institutional Request Form – Appendix 12
(Submit in PDF format with signatures.)

Institution:	Choose an item.

Date of anticipated implementation:	Click or tap to enter a date.

Unit title:	Click or tap here to enter text.
Unit's organizational location:	Click or tap here to enter text.
Unit's physical location:	Click or tap here to enter text.
Unit head:	Click or tap here to enter text.
Phone:	
Email:	
Organizational units operating under proposed unit:	Click or tap here to enter text.
Degree program(s) offered within proposed unit:	Click or tap here to enter text.

Five-year cost of implementation:	Click or tap here to enter text.	
Total number of faculty/total number of new faculty:	Click or tap here to enter text.	Click or tap here to enter text.
Total number of staff/total number of new staff:	Click or tap here to enter text.	Click or tap here to enter text.

Reason for request:
Click or tap here to enter text.

Please respond to the questions on the following pages to aid the institution and IHL staff in making recommendations to the IHL Board of Trustees.

_____   _____
Chief Academic Officer Signature – Date   Institutional Executive Officer Signature – Date

NEW ACADEMIC UNIT PROPOSAL

Institutional Request Form – Appendix 12
(Submit in PDF format with signatures.)

	New Academic Unit Proposal Questions:
1	Does the proposed unit further the mission of your institution? If so, how? (Note if this unit is helping meet priorities/goals of your strategic plan.)
	Click or tap here to enter text.
2	Describe how the proposed unit will be administered including the name and title of person(s) who will be responsible for the proposed unit.
	Click or tap here to enter text.
3	Will the addition of the proposed unit result in the expansion of the institution's academic degree program inventory?
	Click or tap here to enter text.
4	Will it be necessary to add faculty and staff to operate the proposed unit? If so, give the desired qualifications of the persons to be added, a timetable for adding new faculty and staff, and the associated costs.
	Click or tap here to enter text.
5	Will the organization of this unit be consistent with the academic unit structures of peer institutions?
	Click or tap here to enter text.
6	Provide organizational charts showing the present administrative scheme and the proposed administrative scheme. (Names of persons are not required.)
	Click or tap here to enter text.
7	Provide a budget with justification for the proposed unit with itemized expenditures during each of the first five years including estimates of any new costs of the institution related to the proposed unit and any sources of the funding that will defray those costs.
	Click or tap here to enter text.

MODIFICATION TO EXISTING ACADEMIC UNIT
Institutional Request Form – Appendices 13abc
(Submit in PDF format with signatures.)

Institutional request for the following modification:

☐Rename ☐Reorganize ☐Delete

Institution: Choose an item.

Date of anticipated modification implementation: Click or tap to enter a date.

Current unit title(s): Click or tap here to enter text.
New unit title: Click or tap here to enter text.
Unit head: Click or tap here to enter text.
Phone:
Email:

Reorganization - Complete this section if modification being requested is the reorganization of academic units.

Total number of faculty/faculty displaced:	Click or tap here to enter text.	Click or tap here to enter text.
Total number of staff/staff displaced:	Click or tap here to enter text.	Click or tap here to enter text.
Organizational units to operate under reorganized unit:	Click or tap here to enter text.	

Deletion - Complete this section if modification being requested is the deletion of an academic unit.

Total number of faculty/faculty displaced:	Click or tap here to enter text.	Click or tap here to enter text.
Total number of staff/staff displaced:	Click or tap here to enter text.	Click or tap here to enter text.
Organizational units to operate under unit:	Click or tap here to enter text.	
Degree programs offered within unit:	Click or tap here to enter text.	
Effect on institutional role and mission:	Click or tap here to enter text.	

Reason for request:

Click or tap here to enter text.

Please respond to the questions on the following pages to aid the institution and IHL staff in making recommendations to the IHL Board of Trustees regarding this proposal.

_____
Chief Academic Officer Signature – Date

_____
Institutional Executive Officer Signature – Date

MODIFICATION TO EXISTING ACADEMIC UNIT
Institutional Request Form – Appendices 13abc
(Submit in PDF format with signatures.)

Unit Modification Questions:
(For renaming and reorganization requests only. Not required for deletion requests.)

1	Does the proposed modification further the mission of your institution? If so, how? (Note if this is helping meet priorities/goals of your strategic plan.)
	Click or tap here to enter text.
2	Will the proposed modification change the administration of the unit? If so, describe how the proposed unit will be administered including the name and title of person(s) who will be responsible for the proposed unit.
	Click or tap here to enter text.
3	Will the proposed modification result in the expansion of the institution's academic degree program inventory?
	Click or tap here to enter text.
4	Will the proposed modification make it necessary to add faculty and staff to operate the proposed unit? If so, give the desired qualifications of the person(s) to be added, a timetable for adding new faculty and staff, and the associated costs.
	Click or tap here to enter text.
5	Is the proposed modification consistent with the academic unit structures of peer institutions?
	Click or tap here to enter text.
6	Provide organizational charts showing the present administrative scheme and the proposed administrative scheme. (Names of persons are not required)
	Click or tap here to enter text.
7	Describe the evaluation process which led to the request for the proposed modification.
	Click or tap here to enter text.

Establishment of New Institutes and Centers

Report due to IHL: As needed by institution (See 2023-24 deadlines)
Template: New Institute or Center Proposal (Appendix 12b)
File Types to Submit to IHL: PDF format with signatures
Corresponding Board Policy: 502

Establishment of institutes and centers are considered at five (5) Board meetings: February, April, June, October, and November.

PURPOSE

Institutes and Centers create a venue for faculty to engage in joint research and educational activities within a discipline or across disciplines. Opportunities for joint and multi-disciplinary projects and funding are created as faculty interact. Institutes and Centers are typically non-degree granting units of the university that (1) advance or capitalize on research, creative achievement, or scholarship or (2) are based on a key mission and offer a service or support to faculty, staff, or students.

Each institute or center should have a director who is responsible for the day-to-day administration of the program. Each institute or center should have a clearly defined mission that supports the major strategic objectives and core academic mission of the department, school, or college and adds value to the university.

INSTITUTES vs. CENTERS

Institutes. An institute is defined as a single or multi-disciplinary unit organized to conduct education, research, and/or service activities. Institutes are characterized by organizational permanency, programmatic autonomy, and an annual operating budget fiscally independent of other academic units. An institute must have active involvement by faculty and have a logical connection with the instructional and/or research efforts of the university. An institute normally reports to a Provost or Vice President for Research or their designee. An institute may have one or more centers affiliated with it.

Centers. A center is defined as a single or multi-disciplinary unit organized to conduct education, research, and/or service activities. Centers are characterized by organizational permanency, programmatic autonomy, and an annual operating budget fiscally independent of other academic units. A center must have active involvement by faculty and have a logical connection with the instructional and/or research efforts of the university. A center normally resides in a college and reports to an academic dean.

SCOPE

Limited Scope and Outreach (LSO) Institutes and Centers. LSO Institutes and Centers are generally administrative entities that are narrowly focused and have just a few faculty and staff associated with them. The budgets for LSO institutes or centers are generally small, and the activities of these administrative units are often primarily within a single university. Much of the outreach from this type of institute or center might involve only the single university where the unit is housed, appropriate professional organizations, and local communities. The activities of LSO institutes or centers would generally not involve multiple state universities.

Examples of LSO Institutes and Centers:
- ASU – Alcorn State University's Incubator Farm for Kemper and Winston County
- DSU – Janice Wyatt Summer Arts Institute
- JSU – Center for University Based Development
- MSU – Center for Advancement of Service Learning Excellence
- MUW – Culinary Arts Institute
- MVSU – Institute for Effective Teaching Practices
- UM – The Graduate Center for the Study of Early Learning

- UMMC – Center for Informatics and Analytics
- USM – Polymer Science Learning Center

Extensive Scope and Outreach (ESO) Institutes and Centers. ESO Institutes and Centers are broadly focused administrative entities having large numbers of faculty and staff associated with them. ESO Institutes and Centers could be multi-institutional, serve larger geographical regions across the state and beyond, have larger budgets, and involve more colleagues, often from several distinct academic and professional fields. Each ESO has at least a statewide mission, and they often connect to several Mississippi institutions as well as agencies outside of Mississippi.

Examples of ESO Institutes and Centers:
- ASU – Socially Disadvantaged Farmers & Ranchers Policy Research Center
- DSU – Delta Center for Culture and Learning
- JSU – Center for Excellence in Minority Health Disparities/Institute of Epidemiology and Health Services Research
- MSU – Alliance for the System Safety of UAC through Research Excellence (ASSURE)
- MUW
- MVSU
- UM – Institute of Child Nutrition
- UMMC – Mississippi Clinical Research and Trials Center
- USM – Mississippi Network for Cancer Control and Prevention

OTHER CENTERS

Buildings that contain the word "center" are not covered under this guideline or policy as they do not meet the criteria for either an LSO or an ESO and should not be submitted for approval as an Institute or Center to the IHL Office of Academic and Student Affairs. For these, the IHL building naming policy may apply.

Examples of Other Centers:
- ASU – Bio-Technology Resource Center
- DSU – Fielding L. Wright Art Center
- JSU – F.D. Hall Music Center
- MSU – Delta Research and Extension Center
- MUW – Cromwell Communications Center
- MVSU – Jacob Aron Student Center
- UM - Gertrude C. Ford Center for the Performing Arts
- UMMC – University Heart Center
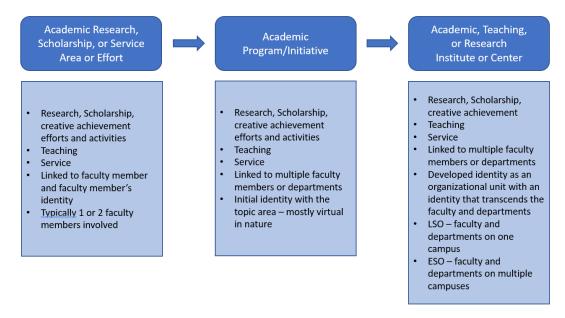- USM – Chain Technology Center

TYPE

There are two types of institutes and centers that IHL is interested in knowing about:
TYPE 1 - Academic, Teaching, or Research (Institute or Center)
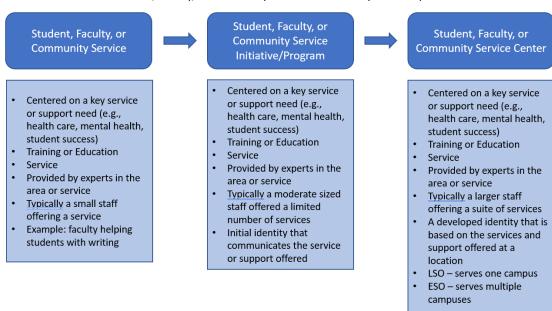TYPE 2 – Student, Faculty, or Community Service Center

TYPE 1 - An Academic, Research, or Teaching (Institute or Center) advances or capitalizes on research, creative achievement, or scholarship.

Academic, Teaching, or Research (Institute or Center) Lifecycle Description

Academic Research, Scholarship, or Service Area or Effort	→	Academic Program/Initiative	→	Academic, Teaching, or Research Institute or Center

• Research, Scholarship, creative achievement efforts and activities • Teaching • Service • Linked to faculty member and faculty member's identity • Typically 1 or 2 faculty members involved	• Research, Scholarship, creative achievement efforts and activities • Teaching • Service • Linked to multiple faculty members or departments • Initial identity with the topic area – mostly virtual in nature	• Research, Scholarship, creative achievement • Teaching • Service • Linked to multiple faculty members or departments • Developed identity as an organizational unit with an identity that transcends the faculty and departments • LSO – faculty and departments on one campus • ESO – faculty and departments on multiple campuses

TYPE 2 – A Student, Faculty, or Community Service Center is based on a key service mission and offers a service or support to faculty, staff, students, or the community.

Student, Faculty, or Community Service Center Lifecycle Description

Student, Faculty, or Community Service	→	Student, Faculty, or Community Service Initiative/Program	→	Student, Faculty, or Community Service Center

• Centered on a key service or support need (e.g., health care, mental health, student success) • Training or Education • Service • Provided by experts in the area or service • Typically a small staff offering a service • Example: faculty helping students with writing	• Centered on a key service or support need (e.g., health care, mental health, student success) • Training or Education • Service • Provided by experts in the area or service • Typically a moderate sized staff offered a limited number of services • Initial identity that communicates the service or support offered	• Centered on a key service or support need (e.g., health care, mental health, student success) • Training or Education • Service • Provided by experts in the area or service • Typically a larger staff offering a suite of services • A developed identity that is based on the services and support offered at a location • LSO – serves one campus • ESO – serves multiple campuses

Process

1. A university requesting a new institute or center shall submit an electronic, signed PDF copy of the ***New Institute or Center Proposal*** to the Office of Academic and Student Affairs (OASA) two months prior to the Board meeting at which action is expected. If the proposal is insufficient or unsubstantiated information is provided, OASA may seek clarification or further information from the institution.

2. The creation of new Institutes and Centers regardless of scope and outreach require the approval of the Board of Trustees.

    a. New institute or center requests will be evaluated by OASA during the two months prior to the Board meeting at which action is expected.

    b. New institute or center requests will be placed on the agenda of the Chief Academic Officer's Council meeting one month prior to the Board meeting at which action is expected.

    c. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the new institute or center request during the month prior to the Board meeting at which action is expected.

    d. If the Associate Commissioner of Academic and Student Affairs renders a positive decision, the request to create a new institute or center will be placed on the Board of Trustees' Regular Agenda.

3. The OASA will maintain a current list of all Institutes and Centers on the IHL website - http://www.mississippi.edu/oasa/centerslist.asp. This list will be reviewed on an annual basis by OASA and Chief Academic Officers.

Deletion or Modification of Existing Institutes or Centers

Email notification due to IHL: July 15th (or first workday after the 15th when it falls on a weekend)
File Types to Submit to IHL: Annual review document
Corresponding Board Policy: 502

Deletions of existing Institutes and Centers are processed internally and maintained by the Office of Academic and Student Affairs.

Process

1. In May of each year, the Associate Commissioner will provide each university with the current list of all Institutes and Centers that are on IHL website-http://www.mississippi.edu/oasa/centerslist.asp.

2. A university may edit the list accordingly:

    -   Delete an institute or center that no longer meets the definitions provided in the "Establishment of an Institute or Center" section;

    -   Edit the Scope
        1) Limited Scope and Outreach or
        2) Extensive Scope and Outreach

    -   Edit the Type
        1) Academic, Teaching, or Research or
        2) Student, Faculty, or Community Service

    -   Edit the URL link

    -   Rename the Institute or Center. (Note: If an Institute or Center is earmarked in legislation, the name must match the name that appears in legislation.)

    -   These edits (deletion, renaming, changing URL, changing type, and/or changing scope) do not require a template or form. Email notification to the Associate Commissioner for Academic and Student Affairs is sufficient. Email notification of changes to a university's list of institutes and centers is due on July 15.

3. OASA will update the IHL website according to edits provided by the universities. Institutes or Centers that are being renamed will be presented to the Board of Trustees' on the <u>Consent Agenda</u> at the August meeting.

NEW INSTITUTE OR CENTER PROPOSAL
Institutional Request Form – Appendix 12b
(Submit in PDF format with signatures.)

Institution:	Choose an item.
Date of anticipated implementation:	Click or tap to enter a date.
Request to establish a(n):	☐Institute ☐Center
Scope:	☐Extensive Scope & Outreach (ESO) ☐Limited Scope & Outreach (LSO)
Type:	☐Academic, Teaching, or Research ☐Student, Faculty, or Community Service

Institute/Center title:	Click or tap here to enter text.
Institute/Center acronym (if applicable):	Click or tap here to enter text.
Organizational location:	Click or tap here to enter text.
Physical location:	Click or tap here to enter text.
Institute/Center head:	Click or tap here to enter text.
Phone:	
Email:	

Anticipated annual cost:	Click or tap here to enter text.	
Total dollar amount for next 5 years:	Click or tap here to enter text.	
Funding sources:	Click or tap here to enter text.	
Total number of faculty/total number of new faculty:	Click or tap here to enter text.	Click or tap here to enter text.
Total number of staff/total number of new staff:	Click or tap here to enter text.	Click or tap here to enter text.

Rationale for the new institute or center:
Click or tap here to enter text.

Please respond to the questions on the following pages to aid the institution and IHL staff in making recommendations to the IHL Board of Trustees.

_____   _____
Chief Academic Officer Signature – Date   Institutional Executive Officer Signature – Date

NEW INSTITUTE OR CENTER PROPOSAL
Institutional Request Form – Appendix 12b
(Submit in PDF format with signatures.)

Documentation required for new institute or center:

1. Description
   - Goals and objectives
   - Purpose and relationship to the mission and strategic plan of the University
   - Congruence with the programs of the academic unit(s)
   - Distinctiveness and rationale for the institute or center
   - Identified faculty strengths related to the institute or center

   Click or tap here to enter text.

2. Organizational structure and governance
   - Organizational structure for the institute or center
   - Staff and qualifications

   Click or tap here to enter text.

3. Financial support
   - Five-year budget projection with revenues by funding source and expenditures by category

   Click or tap here to enter text.

4. Evaluation
   - Indicate the kind of evidence that will be used for evaluating progress in the following areas:
     - Achieving unit goals and objectives
     - Instructional, research, and/or service outcomes
     - Financial performance
     - Organizational effectiveness

   Click or tap here to enter text.

Degrees to be Conferred and Graduation Candidate List

Spring Reports due to IHL: April 1st (or first workday after the 1st when it falls on a weekend)
Summer Reports due to IHL: August 1st (or first workday after the 1st when it falls on a weekend)
Fall Reports due to IHL: November 1st (or first workday after the 1st when it falls on a weekend)
Templates: 1. Degrees to be Conferred (Appendix 17a) and
            2. List of Graduation Candidates' Names (no template – see instructions below)
File Types to Submit to IHL: Word or Excel Format
Corresponding Board Policy: 510

Process

1. A university shall submit an electronic copy of the ***Degrees to be Conferred*** by April 1st for spring, August 1st for summer, and November 1st for fall.

2. A university shall submit an electronic copy of the ***List of Graduation Candidates' Names*** by April 1st for spring, August 1st for summer, and November 1st for fall.

3. The Board of Trustees will receive the request for approval of candidates on the <u>Consent Agenda</u> at the following meetings: April Board meeting for spring degrees/commencement, June Board meeting for summer degrees/commencement, and November Board meeting for fall degrees/commencement. If the Degrees to be Conferred are presented to the Board after the commencement has taken place, the Commissioner already has approved; therefore, the item will be presented on the <u>Information Agenda</u>.

Note:

Prior to 2021, the ***List of Graduation Candidates' Names*** was submitted to the Commissioner's Office.

As of January 2021, Institutions no longer submit graduation candidates' names to the Commissioner's Office. An institution may submit a "placeholder" message to the Commissioner's Office indicating that the list will be submitted to the Office of Academic and Student Affairs. A sample placeholder message is provided here:

> [Insert University Name] requests approval to confer degrees in December 2021. The degrees to be conferred will be submitted under separate cover to the Office of Academic and Student Affairs in November.

List of Graduation Candidates' Names
Candidates' names by degree and college (if applicable) and by academic level
(Submit in either a Word or Excel document)

Name	Degree	College/School	Academic Level
Ex. Jane Doe	Bachelor of Arts	College of Liberal Arts	Undergraduate

Institution	Degree to be Conferred	Number	Subtotal	Total
Alcorn State University				
Undergraduate				
	Associate of Science in Nursing	0		
	Bachelor of Arts	0		
	Bachelor of Business Administration	0		
	Bachelor of Music	0		
	Bachelor of Science	0		
	Bachelor of Science in Nursing	0		
	Bachelor of Social Work	0		
	Bachelor of University Studies (C2C)	0		
Graduate				
	Master of Arts	0		
	Master of Arts in Teaching	0		
	Master of Business Administration	0		
	Master of Liberal Arts	0		
	Master of Science	0		
	Master of Science in Education	0		
	Master of Science in Nursing	0		
	Specialist in Education	0		
	Doctor of Nursing Practice	0		
Total Undergraduate Degrees			**0**	
Total Graduate Degrees			**0**	
Total Degrees				**0**
Delta State University				
Undergraduate				
	Bachelor of Applied Science	0		
	Bachelor of Arts	0		
	Bachelor of Business Administration	0		
	Bachelor of Commercial Aviation	0		
	Bachelor of Fine Arts	0		
	Bachelor of Music	0		
	Bachelor of Music Education	0		
	Bachelor of Science in Education	0		
	Bachelor of Science	0		
	Bachelor of Science	0		
	Bachelor of Science in Education	0		
	Bachelor of Science in Interdisciplinary Studies	0		
	Bachelor of Science in Nursing	0		
	Bachelor of Science in Social Justice and Criminology	0		
	Bachelor of Social Work	0		
	Bachelor of University Studies (C2C)	0		
Graduate				
	Master of Applied Science	0		
	Master of Art in Liberal Studies	0		
	Master of Arts in Teaching	0		

Master of Business Administration	0
Master of Commercial Aviation	0
Master of Education	0
Master of Fine Arts	0
Master of Professional Accountancy	0
Master of Science	0
Master of Science in Natural Sciences	0
Master of Science in Nursing	0
Master of Science in Social Justice and Criminology	0
Specialist in Education	0
Doctor of Education	0
Doctor of Nursing Practice	0

Total Undergraduate Degrees   **0**
Total Graduate Degrees   **0**
Total Degrees   **0**

Jackson State University

Undergraduate

Bachelor of Arts	0
Bachelor of Business Administration	0
Bachelor of Music	0
Bachelor of Music Education	0
Bachelor of Science in Education	0
Bachelor of Science	0
Bachelor of Social Work	0
Bachelor of University Studies (C2C)	0

Graduate

Master of Arts	0
Master of Arts in Teaching	0
Master of Business Administration	0
Master of Music Education	0
Master of Professional Accountancy	0
Master of Public Health	0
Master of Public Policy and Administration	0
Master of Science	0
Master of Science in Education	0
Master of Social Work	0
Specialist in Education	0
Doctor of Education	0
Doctor of Philosophy	0
Doctor of Public Health	0

Total Undergraduate Degrees   **0**
Total Graduate Degrees   **0**
Total Degrees   **0**

Mississippi State University

Undergraduate

Bachelor of Accountancy	0

Bachelor of Applied Science	0
Bachelor of Arts	0
Bachelor of Business Administration	0
Bachelor of Fine Arts	0
Bachelor of Landscape Architecture	0
Bachelor of Music Education	0
Bachelor of Science	0
Bachelor of Social Work	0
Bachelor of University Studies (C2C)	0
Bachelor of Applied Technology	0
Bachelor of Architecture	0

Graduate

Master of Agribusiness Management	0
Master of Agriculture	0
Master of Arts	0
Master of Arts in Teaching	0
Master of Arts in Teaching Middle	0
Master of Arts in Teaching Secondary	0
Master of Arts in Teaching Special Education	0
Master of Business Administration	0
Master of Engineering	0
Master of Fine Arts	0
Master of Liberal Arts	0
Master of Music Education	0
Master of Physician Assistant Studies	0
Master of Professional Accountancy	0
Master of Public Health	0
Master of Public Policy and Administration	0
Master of Science	0
Master of Science in Information Science	0
Master of Science in Instructional Technology	0
Master of Taxation	0
Specialist in Education	0
Doctor of Education	0
Doctor of Philosophy	0
Doctor of Veterinary Medicine	0

Total Undergraduate Degrees	**0**
Total Graduate Degrees	**0**
Total Degrees	**0**

Mississippi University for Women

Undergraduate

Associate of Science	0
Bachelor of Applied Science	0
Bachelor of Arts	0
Bachelor of Business Administration	0
Bachelor of Fine Arts	0
Bachelor of Music	0

Bachelor of Professional Studies	0
Bachelor of Science	0
Bachelor of Science in Nursing	0
Bachelor of University Studies (C2C)	0

Graduate

Master of Arts	0
Master of Arts in Teaching	0
Master of Business Administration	0
Master of Education	0
Master of Fine Arts	0
Master of Public Health	0
Master of Science	0
Master of Science in Nursing	0
Doctor of Nursing Practice	0

Total Undergraduate Degrees   **0**
Total Graduate Degrees   **0**
Total Degrees   **0**

Mississippi Valley State University

Undergraduate

Bachelor of Arts	0
Bachelor of Science in Education	0
Bachelor of Science	0
Bachelor of Social Work	0
Bachelor of University Studies (C2C)	0

Graduate

Master of Arts	0
Master of Arts in Teaching	0
Master of Business Administration	0
Master of Science	0
Master of Social Work	0

Total Undergraduate Degrees   **0**
Total Graduate Degrees   **0**
Total Degrees   **0**

University of Mississippi

Undergraduate

Bachelor of Accountancy	0
Bachelor of Arts	0
Bachelor of Arts	0
Bachelor of Arts in Education	0
Bachelor of Arts in Journalism	0
Bachelor of Business Administration	0
Bachelor of Fine Arts	0
Bachelor of Multi-Disciplinary Studies	0
Bachelor of Music	0
Bachelor of Science	0
Bachelor of Science in Biomedical Engineering	0

Bachelor of Science in Chemical Engineering	0
Bachelor of Science in Civil Engineering	0
Bachelor of Science in Computer Engineering	0
Bachelor of Science in Computer Science	0
Bachelor of Science in Criminal Justice	0
Bachelor of Science in Electrical Engineering	0
Bachelor of Science in Engineering	0
Bachelor of Science in Exercise Science	0
Bachelor of Science in Geological Engineering	0
Bachelor of Science in Geology	0
Bachelor of Science in Law Studies	0
Bachelor of Science in Mechanical Engineering	0
Bachelor of Science in Pharmaceutical Sciences	0
Bachelor of Social Work	0
Bachelor of University Studies (C2C)	0
Bachelor of Arts in Sport and Recreation Administration	0

Graduate

Master of Accountancy	0
Master of Accountancy and Data Analytics	0
Master of Arts	0
Master of Arts in Teaching	0
Master of Business Administration	0
Master of Criminal Justice	0
Master of Education	0
Master of Fine Arts	0
Master of Laws in Air and Space Law	0
Master of Music	0
Master of Public Health	0
Master of Science	0
Master of Science in Exercise Science	0
Master of Social Work	0
Master of Taxation	0
Master of Taxation and Data Analytics	0
Specialist in Education	0
Doctor of Arts	0
Doctor of Education	0
Doctor of Pharmacy	0
Doctor of Philosophy	0
Juris Doctor	0

Total Undergraduate Degrees	**0**
Total Graduate Degrees	**0**
Total Degrees	**0**

University of Mississippi Medical Center

Undergraduate

Bachelor of Science	0
Bachelor of Science in Health Systems Administration	0
Bachelor of Science in Nursing	0

Bachelor of University Studies (C2C)	0
Graduate	
Executive Master of Science in Population Health Management	0
Master of Health Systems Administration	0
Master of Occupational Therapy	0
Master of Science	0
Master of Science	0
Master of Science in Nursing	0
Doctor of Audiology	0
Doctor of Health Administration	0
Doctor of Medicine	0
Doctor of Nursing Practice	0
Doctor of Occupational Therapy	0
Doctor of Philosophy	0
Doctor of Physical Therapy	0
Total Undergraduate Degrees	**0**
Total Graduate Degrees	**0**
Total Degrees	**0**

University of Southern Mississippi
Undergraduate

Bachelor of Applied Science	0
Bachelor of Arts	0
Bachelor of Fine Arts	0
Bachelor of Interdiscliplinary Studies	0
Bachelor of Liberal Studies	0
Bachelor of Music	0
Bachelor of Music Education	0
Bachelor of Science	0
Bachelor of Science in Business Administration	0
Bachelor of Science in Nursing	0
Bachelor of Social Work	0
Bachelor of University Studies (C2C)	0

Graduate

Master of Arts	0
Master of Arts in Teaching	0
Master of Arts in Teaching of Languages	0
Master of Business Administration	0
Master of Education	0
Master of Fine Arts	0
Master of Library and Information Science	0
Master of Music	0
Master of Music Education	0
Master of Professional Accountancy	0
Master of Public Health	0
Master of Science	0
Master of Science in Athletic Training	0
Master of Social Work	0

DEGREES TO BE CONFERRED
Institutional Reporting Form – Appendix 17a
(Submit in either Word or PDF format. Due to IHL on April 1 - spring, August 1 - summer, and November 1 - fall.)

Specialist in Education	0
Doctor of Audiology	0
Doctor of Education	0
Doctor of Musical Arts	0
Doctor of Nursing Practice	0
Doctor of Philosophy	0
Total Undergraduate Degrees	**0**
Total Graduate Degrees	**0**
Total Degrees	**0**
System Total Undergraduate Degrees	**0**
System Total Graduate Degrees	**0**
System Total Degrees	**0**

Tenure Report

Report due to IHL: July 15th (or first workday after the 15th when it falls on a weekend)
Template: Tenure Reporting Form (Appendix 15)
File Types to Submit to IHL: PDF format with signatures
Corresponding Board Policy: 403.0101

OASA will compile tenure reports to document the tenure success rate for tenure-track faculty at each IHL institution.

Process

1. A university shall submit annually an electronic, signed PDF copy of the ***Tenure Reporting Form*** to OASA by July 15th. If the form is insufficient or unsubstantiated information is provided, OASA may seek clarification or further information from the institution.

2. The information will be sent to the Chief Academic Officer's Council in July.

3. The Associate Commissioner of Academic and Student Affairs will apprise the Commissioner of the information.

4. The Board of Trustees will receive the Tenure Report on the Information Agenda at the August meeting.

Note: For a specific yearly tenure report, institutions should report faculty that received tenure **from within the cohort of tenure-track faculty hired in the appropriate academic year** (see next page).

Hired (Academic Year)	Received Tenure (Year Tenure Approved by Board)
2016-2017	2022
2017-2018	2023
2018-2019	2024
2019-2020	2025
2020-2021	2026
2021-2022	2027
2022-2023	2028
2023-2024	2029
2024-2025	2030
2025-2026	2031
2026-2027	2032
2027-2028	2033
2028-2029	2034
2029-2030	2035

TENURE REPORTING FORM

Institutional Reporting Form – Appendix 15
(Submit in PDF format with signatures. Due to IHL OASA on July 15.)

Institution: Choose an item.			**Cohort Year:** Click or tap here to enter text.			
College/School	**Number Hired in the Cohort Year**	**Number that Applied for Tenure**	**Number Awarded Tenured**	**Percentage Awarded Who Applied for Tenure**	**Number of Cohort Received Tenure**	**Percentage of Cohort Awarded Tenure**
Click or tap here to enter text.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	0	0
Institutional Total:	**0**	**0**	**0**	**0**	**0**	**0**

Insert Comments:

_____
Chief Academic Officer Signature – Date

_____
Institutional Executive Officer Signature – Date

Post-Tenure Review

Report due to IHL: July 15th (or first workday after the 15th when it falls on a weekend)
Template: Post-Tenure Review Reporting Form (Appendix 14)
File Types to Submit to IHL: PDF format with signatures
Corresponding Board Policy: 403.0103 subsection 5

For tenured faculty, the outcomes of the annual performance review are determined by post-tenure review policy. If overall performance is satisfactory or better, faculty remain in the regular annual performance review process. If the performance of a tenured faculty member is found to be unsatisfactory during a specified timeframe, the faculty member is required to enter a faculty development plan.

The faculty development plans are developed collaboratively by the faculty member, peers and administrators of the unit. The plans state goals with monitoring and benchmarks.

Failure to meet plan objectives leads to sanctions which may include:

- Reassignment of Duties;
- Revocation of Tenure;
- Reduction in Academic Rank and Salary;
- Involuntary Leave; and/or
- Termination of Employment.

Each institution shall have post-tenure review policies and procedures:

- Consistent with the institution's mission and priorities;
- Linked to annual review policies and procedures. Institutional post-tenure review policies and procedures may require a periodic review of all tenured faculty, a review of individual faculty triggered by one or more unsatisfactory annual reviews, or a combination of periodic and triggered reviews;
- Providing for systematic and comprehensive assessments of performance, peer involvement in the post-tenure review process, and opportunities for faculty development;
- Specifying the consequences of unsatisfactory performance, including termination of service as provided in Board of Trustees Policy 403.0104; and
- Providing for appeals by aggrieved faculty.

Process

1. A university shall annually submit an electronic, signed PDF copy of the ***Post-Tenure Review Reporting Form*** for the preceding academic year to the Office of Academic and Student Affairs by July 15th. If the form is insufficient or unsubstantiated information is provided, OASA may seek clarification or further information from the institution.
2. The information will be sent to the Chief Academic Officer's Council in August.
3. The Associate Commissioner of Academic and Student Affairs will apprise the Commissioner of the information.
4. The Board of Trustees will receive the Post Tenure Review Report on the Information Agenda at the August meeting (Board Policy 401.0103).

NOTE: Board Policy 407.01 mandates that all faculty must be evaluated annually. Based on data submitted in the yearly ***Institutional Post-Tenure Review Reporting Form***, if a tenured faculty member did not receive an annual evaluation, explain why the annual evaluation did not occur in the comments section of the yearly ***Institutional Post-Tenure Review Reporting Form.***

POST-TENURE REVIEW REPORTING FORM
Institutional Reporting Form – Appendix 14
(Submit in PDF format with signatures. Due to IHL OASA on July 15.)

Institution:	Choose an item.					Academic Year:		Click or tap here to enter text.					
College/School	**Number of Full-time Faculty**	**Number of Full-time Faculty Receiving an Annual Review***	**Number of Tenured Faculty**	**Number of Tenured Faculty Triggering Post-Tenure Review Process**	**Institutional Trigger for Post-Tenure Review:**	**Maximum Length of Faculty Development Plan:**	**Number of Tenured Faculty in Faculty Development Plan**			**Number of Tenured Faculty Completing Development Plan**		**Tenured Faculty Separated from Employment as a Result of the Post-Tenure Review Process**
							Year 1	**Year 2**	**Year 3**	**Successful**	**Unsuccessful**	
Click or tap here to enter text.	0	0	0	0	Choose an item.	Choose an item.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	Choose an item.	Choose an item.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	Choose an item.	Choose an item.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	Choose an item.	Choose an item.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	Choose an item.	Choose an item.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	Choose an item.	Choose an item.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	Choose an item.	Choose an item.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	Choose an item.	Choose an item.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	Choose an item.	Choose an item.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	Choose an item.	Choose an item.	0	0	0	0	0	0
Click or tap here to enter text.	0	0	0	0	Choose an item.	Choose an item.	0	0	0	0	0	0
Institutional Total:	**0**	**0**	**0**	**0**			**0**	**0**	**0**	**0**	**0**	**0**

Insert Comments:

_____
Chief Academic Officer Signature – Date

_____
Institutional Executive Officer Signature – Date

*If a faculty member did not receive an annual evaluation since the last report, please explain why the evaluation did not occur.

Organizational Charts

Report due to IHL: August 1st (or first workday after the 1st when it falls on a weekend)
No Template
Corresponding Board Policy: 301.0803

Board Policy 301.0803 requires institutions to maintain current organizational charts with the Board.

It is expected that these charts:

- Will identify academic positions down to the department head level; and

- Will identify non-academic positions down to two (2) levels.

Process

A university shall submit an electronic copy of the *Institutional Organizational Chart* to the Office of Academic and Student Affairs (OASA) annually by August 1st.

Accreditation Reporting (General)

Report due to IHL: August 31st (or first workday after the 31st when it falls on a weekend)
Template: Accreditation Reporting Form (Appendix 3)
File Types to Submit to IHL: PDF format with signatures
Corresponding Board Policies: 507 and 508 subsection 2

Board Policy 507 requires institutions to maintain regional accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and to actively seek accreditation for all programs for which professional accreditation is available.

It is expected that the institutions:

- Will submit to the Commissioner of Higher Education a copy of any letter received from an accrediting body stating formal action taken by the body;

- Will make available to the Commissioner of Higher Education any documents including site visit reports and other documents commonly included as part of the accreditation process;

- Will submit to the Commissioner of Higher Education a copy of the Compliance Certification Report and Quality Enhancement Plan submitted in connection with SACSCOC accreditation review (electronically if available);

- Will notify the Commissioner of Higher Education of all site visits by accreditation agencies;

- Will make a copy of any specialized accrediting agency self-study documents at the request of the Commissioner of Higher Education or Board; and

- Will give the Commissioner of Higher Education or designee an opportunity to meet with the accreditation committee and/or participate in the exit conference at the request of the accrediting agency.

Additionally, institutions are to report annually to the Office of Academic and Student Affairs all accreditation visits or change in any accreditation status between July 1st and June 30th.

Process

1. An institution shall submit an electronic, signed PDF copy of the ***Accreditation Reporting Form*** to the Office of Academic and Student Affairs by August 31st.

2. The information will be placed on the September agenda of the Chief Academic Officer's Council meeting.

3. The Associate Commissioner of Academic and Student Affairs will apprise the Commissioner of the information.

4. The Institutional Accreditation Report will be presented to the Board of Trustees on the <u>Information Agenda</u> at the October meeting.

ACCREDITATION REPORTING FORM
Institutional Reporting Form – Appendix 3
(Submit in PDF format with signatures. Due to IHL OASA on August 31.)

Institution:	Choose an item.		**Reporting Period:**	July 1,	Click or tap to enter a date.	through June 30,	Click or tap to enter a date.

Area	**Accreditation Agency**	**Date of Visit or Notification of Status Change**	**Reason for Visit or Status Change**	**Institutional Action**	**Accreditation Agency Action**
List all Accreditation visits, status changes, and/or reporting activity that has occurred at the Institution, College, School, Unit, and/or Degree Program levels from July 1 through June 30.	National Organization; State Department; etc.	Month, Year	Initial Accreditation; Continuing accreditation; Continuing State Department of Education Approval; etc.	Rejoinder; Progress Report; Substantive Change Form; Prospectus; etc.	Accreditation for __ years (20__); Continuing accreditation for ___ years (20__); Results pending; Report accepted; No additional reporting required before next affirmation; etc.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

ACCREDITATION REPORTING FORM

Institutional Reporting Form – Appendix 3

(Submit in PDF format with signatures. Due to IHL OASA on August 31.)

Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

_____

Chief Academic Officer Signature – Date

_____

Institutional Executive Officer Signature – Date

Accreditation Reporting (No Professional Accreditation)

Report due to IHL: Periodic Review
Template: Assessment of Non-Professionally Accredited Degree Programs (Appendix 4)
File Type to Submit to IHL: PDF format with signatures
Corresponding Board Policies: 508 subsection 2

Periodic reviews of academic degree programs which have accreditation through professional accreditation agencies will have those reviews stand for a qualitative program review; however, the institution shall conduct a qualitative program review on a ten-year cycle for those academic degree programs which have no professional accreditation agency.

The assessment should serve to guide development of individual programs and to inform administrators making decisions about the allocation of resources. The essential elements of the program review shall include:

- Evaluation of the quality and productivity of the program;

- Evaluation of the success of the program in fulfilling its mission as defined by its internal strategic planning process;

- Evaluation of the program's contribution to the University's mission; and

- Recommendations for the program's improvement.

Process

1. The Associate Commissioner of Academic and Student Affairs will provide a list of the non-professional accredited degree programs that are to be reviewed at the February meeting of the Chief Academic Officers.

2. The institution will conduct a qualitative program review on a ten-year cycle for those academic degree programs which have no professional accreditation agency.

3. The university shall submit an electronic, signed PDF copy of the *Assessment of Non-Professionally Accredited Degree Programs* to the Office of Academic and Student Affairs (OASA) no later than 30 days following the completion of the qualitative program review.

4. The submissions will be evaluated by OASA.

5. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the submission no later than 30 days following the qualitative program review submission.

6. The Non-Professional Accredited Degree Programs Report will be presented to the Board of Trustees on the Information Agenda at the October meeting.

ASSESSMENT OF NON-PROFESSIONALLY ACCREDITED DEGREE PROGRAM
Institutional Reporting Form – Appendix 4
(Submit in PDF format with signatures. Due to IHL OASA on August 31.)

Institution:	Choose an item.

Date of implementation:	Click or tap to enter a date.

Program title as it appears on Academic Program Inventory, Diploma, and Transcript:	Click or tap here to enter text.
Six-digit CIP code, four-digit IHL sequence code:	Click or tap here to enter text.
Degree(s) awarded:	Click or tap here to enter text.
Credit-hour requirement:	Click or tap here to enter text.
Responsible academic unit:	Click or tap here to enter text.
Institutional contact, Phone, Email:	Click or tap here to enter text.
Annual program budget amount:	Click or tap here to enter text.

Number of students graduated in last five years:		Number of graduates expected in next five years:	
Year one	Click or tap here to enter text.	Year one	Click or tap here to enter text.
Year two	Click or tap here to enter text.	Year two	Click or tap here to enter text.
Year three	Click or tap here to enter text.	Year three	Click or tap here to enter text.
Year four	Click or tap here to enter text.	Year four	Click or tap here to enter text.
Year five	Click or tap here to enter text.	Year five	Click or tap here to enter text.
Total	Click or tap here to enter text.	Total	Click or tap here to enter text.

Attach a copy of the following: (Check each box indicating that document is included in packet.)

☐ Evaluation of the quality and productivity of the program

☐ Evaluation of the success of the program in fulfilling its mission as defined by its internal strategic planning process

☐ Evaluation of the program's contribution to the University's mission

☐ Recommendations for the program's improvement

_____   _____
Chief Academic Officer Signature – Date   Institutional Executive Officer Signature – Date

Academic Productivity Review

<div style="border:1px solid black; padding:10px;">

Report due to IHL (if applicable): August 31st (or first workday after the 31st when it falls on a weekend)
Template: Academic Productivity Review (Appendix 5a)
File Type to Submit to IHL: PDF format with signatures

First annual report due to IHL (if applicable): December 1st of the next academic year
Template: 1st Annual Report for an Academic Degree Program Under Stipulation (new form)
File Type to Submit to IHL: PDF of report/memo with signatures

Institutional Exemption Requests: August 31st (or first workday after the 31st when it falls on a weekend)
Template: Request for Degree to be Exempted from Academic Productivity Review (Appendix 5b)
File Type to Submit to IHL: PDF format with signatures

Corresponding Board Policies: 501, 502, 503, 504, and 505

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The Board reviews the productivity of academic programs in order to ensure effective use of State resources, reduce unnecessary academic program duplication among universities, and eliminate unproductive programs. Academic Productivity Review (APR) is triggered by the insufficiency of graduation rates as below:

- Baccalaureate Level – Graduation of eighteen (18) students over a three-year period;

- Master's Level – Graduation of twelve (12) students over a three-year period;

- Specialist's Level – Graduation of five (5) students over a three-year period; and

- Doctorate Level – Graduation of five (5) students over a three-year period.

If the program does not meet the rates above, the program will be automatically placed on stipulation and will be deleted from the API unless the university submits an *Academic Productivity Review* proposal which provides a sufficient justification and corrective action plan and meets the standard within two (2) years.

New baccalaureate degree programs shall have seven (7) years to meet the graduation rate. Master's and specialist's degree programs shall have five (5) years to meet the graduation rates. Doctorate programs shall have six (6) years to meet graduation rate.

Global Exemptions

For degree programs that offer more than one degree option at the same level, the Office of Academic and Student Affairs (OASA) will aggregate data for all options at that level (e.g., BA/BS, MA/MFA, or EdD/PhD) before quantitative standards for productivity are applied. Baccalaureate degree programs with two-digit CIP codes 16, 23, 26, 27, 40, and 54 will be exempted from graduation of eighteen students over a three-year period as these degree programs offer courses essential to completion of the general education core.

Institutional Exemptions

A program may be exempted from the low-yield designation if it meets any of the following criteria. The program:

a) Is central to the educational or research mission of the institution vested in the program;
b) Meets a demonstrated workforce or service need of the state or geographical region served by the institution, including any projected future needs of the state or region;
c) Demonstrates an increase in student demand through a pattern of increasing enrollment of majors;
d) Demonstrates productivity in the receipt of external grants and contracts related to the program;
e) Supports underrepresented student or community groups; or
f) Meets other criteria as defined by the institution.

Programs that are approved for Institutional Exemption will be reviewed on a ten-year cycle. The chart identifying review years will be maintained by the Office of Academic and Student Affairs. OASA will notify the university in March if the program is on schedule for a ten-year cycle review.

Process

1. OASA will begin the annual APR in January. Any program not meeting the standards for student demand triggers a further review.

2. OASA will notify the university in March of any program not meeting the standards for student demand. OASA also will notify the university in March of any institutionally exempted program that is scheduled for a ten-year cycle review.

3. By August 31st, the university shall submit to OASA an electronic, signed PDF copy of the *Academic Productivity Review* proposal for each program not meeting the standards for student demand, the *Modifications to an Existing Degree Program* proposal in order to consolidate, suspend, or delete the degree program*, or a* *Request for Degree to be Exempted from Academic Productivity Review*.

4. The submissions will be evaluated by OASA.

5. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the institution's submissions in September. The recommendation may include:

   a. Continuing the degree program without stipulations;

   b. Continuing the degree program for a two-year period with stipulations* including completion of an annual report of progress towards productive status;

   c. Deleting the degree program; or

   d. Approving the degree program for Institutional Exemption.

6. The Board of Trustees will act upon any Associate Commissioner of Academic and Student Affairs' recommendations on the Regular or Consent Agenda at the October meeting.

*For programs under stipulation, annual reports are due by December 1 in the academic year following action by the Board (i.e., if the Board approves continuing the program with stipulations in October, then the first annual report is due December 1 of the next year).

Process

1. By December 1 in the academic year following the action by the Board, the university shall submit to OASA an electronic, signed PDF copy of the *First Annual Report for an Academic Degree Program Under Stipulation*. This report is intended to provide an annual report of progress towards productive status.

ACADEMIC PRODUCTIVITY REVIEW PROPOSAL
Institutional Reporting Form – Appendix 5a
(Submit in PDF format with signatures. Due to IHL OASA on August 31.)

Institution:	Choose an item.

Date of implementation:	Click or tap to enter a date.

Program title as it appears on Academic Program Inventory, Diploma, and Transcript:	Click or tap here to enter text.
Six-digit CIP code, four-digit IHL sequence code:	Click or tap here to enter text.
Degree(s) awarded:	Click or tap here to enter text.
Credit-hour requirement:	Click or tap here to enter text.
Responsible academic unit:	Click or tap here to enter text.
Institutional contact, Phone, Email:	Click or tap here to enter text.
Annual program budget amount:	Click or tap here to enter text.

Number of students graduated in last three years:		Number of graduates expected in next three years:	
Year one	Click or tap here to enter text.	Year one	Click or tap here to enter text.
Year two	Click or tap here to enter text.	Year two	Click or tap here to enter text.
Year three	Click or tap here to enter text.	Year three	Click or tap here to enter text.
Total	Click or tap here to enter text.	Total	Click or tap here to enter text.

Program summary (include second majors completed, if applicable):
Click or tap here to enter text.

Through this process, academic programs triggered for academic productivity review may be: (1) continued without stipulations, (2) continued for a two-period with stipulations including completion of an annual report of progress towards productive status, or (3) deleted.

Please respond to the questions on the following pages to aid the institution and IHL staff in making recommendations to the IHL Board of Trustees.

_____   _____
Chief Academic Officer Signature – Date   Institutional Executive Officer Signature – Date

	Academic Productivity Review Considerations:
1	Is this program furthering the mission of your institution or helping meet priorities/goals of your strategic plan? If so, how?
	Click or tap here to enter text.
2	If this program does not meet productivity standards, why does the institution want to keep it?
	Click or tap here to enter text.
2a	Does the program provide curriculum support to other fields? If so, please identify and describe the relationship between these programs. (Include annual credit-hour production in your response.)
	Click or tap here to enter text.
2b	Is this program helping meet local, state, regional, and/or national educational and cultural needs? Please describe.
	Click or tap here to enter text.
2c	Is this program promoting economic development and/or promoting intellectual capital within the State? If so, how?
	Click or tap here to enter text.
2d	Will deleting this program save money? Please explain.
	Click or tap here to enter text.
3	Is this program duplicative of other programs within the IHL system? Please explain.
	Click or tap here to enter text.
4	Is this program advancing student diversity within the discipline? If so, how?
	Click or tap here to enter text.
5	Describe the strategies the university will take to increase student demand for this program. Please include a timeline in your response.
	Click or tap here to enter text.

REQUEST FOR DEGREE TO BE EXEMPTED FROM ACADEMIC PRODUCTIVITY REVIEW

Institutional Request Form – Appendix 5b

(Submit in PDF format with signatures. Due to IHL OASA on August 31.)

Institution:	Choose an item.

Program title as it appears on Academic Program Inventory, Diploma, and Transcript:	Click or tap here to enter text.
Six-digit CIP code, four-digit IHL sequence code:	Click or tap here to enter text.
Degree(s) awarded:	Click or tap here to enter text.
Credit-hour requirement:	Click or tap here to enter text.
Responsible academic unit:	Click or tap here to enter text.

Number of students enrolled in last 5 years:		Number of graduates in last 5 years:	
Year 1	Click or tap here to enter text.	Year 1	Click or tap here to enter text.
Year 2	Click or tap here to enter text.	Year 2	Click or tap here to enter text.
Year 3	Click or tap here to enter text.	Year 3	Click or tap here to enter text.
Year 4	Click or tap here to enter text.	Year 4	Click or tap here to enter text.
Year 5	Click or tap here to enter text.	Year 5	Click or tap here to enter text.
Total	Click or tap here to enter text.	Total	Click or tap here to enter text.

A program may be exempted from the Academic Productivity Review low-yield designation if it meets any of the following criteria. The program:
  a) Is central to the educational or research mission of the institution vested in the program;
  b) Meets a demonstrated workforce or service need of the state or geographical region served by the institution, including any projected future needs of the state or region;
  c) Demonstrates an increase in student demand through a pattern of increasing enrollment of majors;
  d) Demonstrates productivity in the receipt of external grants and contracts related to the program;
  e) Supports underrepresented student or community groups; or
  f) Meets other criteria as defined by the institution.

Rationale for request to exempt this academic degree program:

Click or tap here to enter text.

_____   _____
Chief Academic Officer Signature – Date   Institutional Executive Officer Signature – Date

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FIRST ANNUAL REPORT FOR AN ACADEMIC DEGREE PROGRAM UNDER STIPULATION
Institutional Reporting Form – Continued Academic Productivity Review Process
(Submit in PDF format with signatures. Due to IHL OASA on December 1.)

Institution:	Choose an item.

Month of Board meeting for which academic degree program was approved to continue with stipulations:	Click or tap to enter a date.

Program title as it appears on Academic Program Inventory, Diploma, and Transcript:	Click or tap here to enter text.
Six-digit CIP code, four-digit IHL sequence code:	Click or tap here to enter text.
Degree(s) awarded:	Click or tap here to enter text.
Credit-hour requirement:	Click or tap here to enter text.
Responsible academic unit:	Click or tap here to enter text.
Institutional contact, Phone, Email:	Click or tap here to enter text.
Annual program budget amount:	Click or tap here to enter text.

Number of students graduated in last three years:		Number of graduates expected in next three years:	
Year one	Click or tap here to enter text.	Year one	Click or tap here to enter text.
Year two	Click or tap here to enter text.	Year two	Click or tap here to enter text.
Year three	Click or tap here to enter text.	Year three	Click or tap here to enter text.
Total	Click or tap here to enter text.	Total	Click or tap here to enter text.

Copy and paste this information from Question #5 on the last submission (Academic Productivity Review – Appendix 5a.)

Describe the strategies the university will take to increase student demand for this program. Please include a timeline in your response.
Click or tap here to enter text.

Describe the progress that has been made since last the submission.
Click or tap here to enter text.

_____
Chief Academic Officer Signature – Date

_____
Institutional Executive Officer Signature – Date

New Academic Program Audit

Report due to IHL (if applicable): August 31st (or first workday after the 31st when it falls on a weekend) **Template:** New Academic Program Audit (Appendix 6) **File Types to Submit to IHL:** PDF format with signatures **Corresponding Board Policies:** 507 and 508

All academic degree programs are subject to systematic review by the Office of Academic and Student Affairs (OASA). Moreover, recently approved programs and other select programs may be subject to more frequent reviews. The audit of recently approved academic programs ensures that the program outcomes are congruent with the Board-approved proposal.

Process

1. OASA will begin the systematic audit of recently approved academic programs by informing the Chief Academic Officers in March of the academic programs that will be audited at their respective institutions.

2. Institutions shall submit an electronic, signed PDF copy of the *New Academic Program Audit* to the Office of Academic and Student Affairs by August 31.

3. The submissions will be evaluated by OASA. If deemed necessary by OASA, a campus visit may be scheduled to acquire additional information on the progress of the program.

4. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the degree program in September.

NEW ACADEMIC PROGRAM AUDIT
Institutional Reporting Form – Appendix 6
(Submit in PDF format with signatures. Due to IHL OASA on August 31.)

Institution:	Choose an item.

Date of implementation:	Click or tap to enter a date.

Program title as it appears on Academic Program Inventory, Diploma, and Transcript:	Click or tap here to enter text.
Six-digit CIP code, four-digit IHL sequence code:	Click or tap here to enter text.
Degree(s) awarded:	Click or tap here to enter text.
Credit-hour requirement:	Click or tap here to enter text.
Responsible academic unit:	Click or tap here to enter text.
Institutional contact, Phone, Email:	Click or tap here to enter text.
Annual program budget amount:	Click or tap here to enter text.

Number of students graduated in last four years:		Number of graduates expected in next four years:	
Year one	Click or tap here to enter text.	Year one	Click or tap here to enter text.
Year two	Click or tap here to enter text.	Year two	Click or tap here to enter text.
Year three	Click or tap here to enter text.	Year three	Click or tap here to enter text.
Total	Click or tap here to enter text.	Total	Click or tap here to enter text.

Program summary (include second majors completed, if applicable):
Click or tap here to enter text.

The audit of recently approved academic programs ensures that the program outcomes are congruent with the Board-approved proposal.

Please respond to the questions on the following pages to aid the institution and IHL staff in making recommendations to the IHL Board of Trustees.

_____   _____
Chief Academic Officer Signature – Date   Institutional Executive Officer Signature – Date

NEW ACADEMIC PROGRAM AUDIT

Institutional Reporting Form – Appendix 6

(Submit in PDF format with signatures. Due to IHL OASA on August 31.)

	New Academic Program Audit Considerations:
1	Have you met enrollment projections for this academic program?
	Click or tap here to enter text.
2	Are current revenues meeting the needs of this academic program?
	Click or tap here to enter text.
3	What is the current budget for this academic program? Describe budget and explain any budgetary concerns.
	Click or tap here to enter text.
4	Are the number of faculty sufficient to meet SACSCOC and external accreditation agency standards? Where does the program stand in relation to professional accreditation?
	Click or tap here to enter text.

Textbook Report

Board Policy 617 requires institutions to maintain a textbook policy that is in compliance with the Department of Education standards as codified in section 133 of the federal Higher Education Opportunity Act (HEOA) of 1965, as amended and effective on July 1, 2010.

It is expected that the institutions:

- Shall submit to the Associate Commissioner of Academic and Student Affairs the institutional textbook policy on an annual basis;

- Shall provide a textbook report containing a summary of textbook purchase/rental options available to students to include textbook cost per credit hour for various options.

Process

1. A university shall submit an electronic copy of the ***Institutional Textbook Policy*** and the ***Textbook Report*** to the Office of Academic and Student Affairs (OASA) annually by August 1st. This information will be presented to the Board of Trustees on the <u>Information Agenda</u> at the August meeting.

ANNUAL TEXTBOOK REPORT
Institutional Reporting Form – Appendix 18
(Submit in PDF format with signatures.)

Institution:	Choose an item.

Academic Year:	Click or tap here to enter text.

Date that Institutional Textbook Policy was last revised:	Click or tap here to enter text.
If the Institutional Textbook Policy has been revised in the past 12 months, please explain what changes were made.	Click or tap here to enter text.

Textbook and Instructional Materials Selection Process for General Education Courses (IHL Policy 512) with Highest Enrollment (top 25% in size of courses – report individual sections):
Click or tap here to enter text.

Specific Initiatives Designed to Reduce Costs:
(This section may include faculty-focused initiatives, student-focused initiatives, student assistance programs, institution-wide programs, no-cost educational resources, or other
Click or tap here to enter text.

Fall and Spring IHL General Education Course Sections that Did Not Require or Recommend the Purchase of a Textbook(s) or Instructional Materials and/or Utilized Open Educational Resources for Academic Year

Total number of course sections for fall and spring - _____
Percentage of fall and spring course sections that did not require or recommend the purchase of textbook(s) or instructional materials - _____
Percentage of fall and spring course sections that utilized open educational resources

Lists of Fall and Spring IHL General Education Course Sections and Enrollment
- IHL General Education Course Sections that did not require or recommend the purchase of a textbook(s) or instructional materials
- IHL General Education Course Sections that utilized open educational resources

Fall and Spring IHL General Education Course Sections that Required or Recommended Textbook(s) and Instructional Materials for $20 or less per credit hour for Academic Year

Total number of course sections for fall and spring - _____
Percentage of fall and spring course sections with course materials for $20 or less per credit hour

Lists of Fall and Spring IHL General Education Course Sections and Enrollment
- IHL General Education Course Sections with course materials for $20 or less per credit hour

Best practice(s) at your institution that other IHL institutions might find useful:
Click or tap here to enter text.

Please submit your institution's most current Textbook Policy with this report.

10/23/23 cp

ANNUAL TEXTBOOK REPORT
Institutional Reporting Form – Appendix 18
(Submit in PDF format with signatures.)

_____
Chief Academic Officer Signature – Date

_____
Institutional Executive Officer Signature – Date

IHL as State Regulatory Authority for
Registered Nursing Education Programs

Report due to IHL: October 1st
Template(s) and Format(s): Please refer to Annual Nursing Report guidelines

The Board of Trustees of State Institutions of Higher Learning is empowered and required by the State Legislature (Miss. Code [1991 Supp.] § 37-129-1, et seq.) to (a) establish by rules and regulations and promulgate uniform standards for accreditation of schools of nursing in the State of Mississippi (i) in so far as concerns the eligibility of graduates of such schools to take the examination prescribed by law to become registered nurses authorized to practice the profession of nursing as registered nurses in Mississippi, and (ii) in so far as concerns student nurses attending such schools being eligible to participate in any student nurse scholarship programs or other program of assistance now existing or hereafter established by legislative enactment. The Board is required to issue to such Schools of Nursing upon an annual basis certificates of accreditation as may be proper under such standards.

It is expected that all Nursing Education Degree Programs:

- Will consult with the State Director of Nursing Education during the planning phase of nursing education program proposals, including unit/program/certificate requests, modifications, suspensions, deletion, and substantive changes; and

- Will meet mandatory State nursing accreditation standards; and

- Will have achieved and maintained or be in the process of achieving nursing accreditation by one of the three national, non-profit accrediting bodies, Accreditation Commission for Education in Nursing (ACEN), Commission on Collegiate Nursing Education (CCNE), and The National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA).

Processes for Registered Nursing Education Degree Programs at IHL:

1. Annual Nursing Report data is due by October 1st each year. The Board of Trustees will receive the Institutional Accreditation Report as information at the May meeting.

2. Annual recommendations for accreditation for Schools of Nursing are presented by OASA to the Board of Trustees at the May meeting. Recommendations are based on annual report data, outcome of accreditation site visits and other issues that occur during the year.

3. Contact the State Director of Nursing Education during the planning phase of proposing changes to any aspect of the nursing education program. Substantive changes may only require review/approval by OASA.

4. Once appropriate institutional approval has been received, the proposed changes shall be submitted for review and approval by the Office of Academic and Student Affairs before being submitted for approval to the Board of Trustees (if required).

5. Refer to the state nursing standards and procedures available on the IHL Nursing Education website for additional guidance:

   a. Mississippi Nursing Degree Programs Accreditation Standards

   b. Mississippi Nursing Degree Programs Accreditation Standards Procedure Manual