State Council of Higher Education for Virginia

Guidance Document
Facilitated Staff Approval of Four-Year Institution Degree Programs

<u>Effective:</u> September 16, 2020

An institution may request "facilitated staff approval" when submitting a proposal for a new degree program that has been approved by its Board. If criteria specified in Council's policy are satisfied, the proposed program may be approved by SCHEV staff, and will be reported to Council as a delegated item. This Guidance Document provides information about features of program proposals that will merit facilitated approval.

To be eligible for "facilitated staff approval," a new degree program proposal must document fulfillment of all of the following criteria.

1. State Needs
    Current research and evidence supports the need for new degree programs in the discipline and at the degree level proposed.

    Detailed, objective documentation and verification of the need for the proposed degree program and are provided. For example, what is occurring that warrants/indicates a demonstrated need for the proposed program at the proposed level? What evidence demonstrates that Virginia needs this degree program or will need it in the future (visionary) to address emerging disciplines, industry, or societal needs. How was future need determined? Provide complete citation for all referenced information. Include in-text citations for all quoted information. Quoted evidence should be provided.

2. Employment Demand
    Current U.S. Bureau of Labor Statistics (BLS) and Virginia Employment Commission (VEC) ten-year projections for the occupation or—if there is no single directly related occupation— the most closely related occupation(s) are at least equal to the average for all occupations.

    The program fills demonstrable employer needs in the state. Virginia and non-Virginia market data including job announcements for Virginia indicate current unmet employer demand for graduates of such programs and the designated degree level.

3. Student Projected Enrollment
    Projected enrollment and graduates are at least **1.5 times** the SCHEV program productivity standards for a program in that discipline area. (See attached table.)

    The projected student enrollment data meet the criteria and adequate faculty resources are available to support the program and meet the SCHEV recommended student/faculty ratios.

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4. Duplication
   No more than two other degree programs at the same degree designation level are already approved at Virginia public institutions.

   The proposal includes the number of similar or related degree programs and verifies that by CIP code, degree program name, or primary focus that no more than two other degree programs are offered among all public institutions. "All public institutions" includes the institution proposing the degree program.

5. Projected Resource Needs
   The proposing institution will not request an appropriation from the General Assembly to initiate or sustain the degree program.

   The proposal includes description of all sources of funds and the anticipated effect of any reallocation of funds and faculty within the institution. The chief academic officer has signed attestations that appropriations will not be sought.

6. Mission
   The proposed degree program is already within the institution's current mission envelope, as determined by (two-digit) CIP codes of the institution's current degree program offerings.

   The proposal indicates how the program fulfills the institution's SCHEV-approved mission statement. The proposed CIP code is both appropriate for the proposed degree program and is not a new curricular area for the institution.

Facilitated Staff Approval Guideline
Four-Year Institution <u>1.5 x Quantitative Standards</u> by Discipline and Level

Discipline Groupings (as per Base Adequacy)	Baccalaureate		Masters/Prof		Doctoral	
	FTE	Grads	FTE	Grads	FTE	Grads
Group 1						
Area Studies	72	18	33	10	27	5
Business & Management						
Interdisciplinary Studies						
Library Science						
Military Science						
Public Affairs						
Social Sciences						
Study Abroad						
Group 2						
Communications	60	15	30	10	24	5
Education						
Home Economics						
Letters						
Mathematics						
Psychology						
Group 3a						
Agriculture & Nat Resources	54	13	27	9	21	4
Architecture & Env Design						
Computer/Information Sys						
Fine & Applied Arts						
Foreign Languages						
Group 3b						
Biological Sciences	54	13	24	8	18	4
Engineering						
Physical Sciences						
Group 4	36	9	21	7	15	3
Health Professions[1]						
Pharmacy	-	-	18	6	-	-
Other	-	-	51	17	-	-
Law						

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[1] Excludes medicine, dentistry, and veterinary medicine

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