Academic Program Initiation, Review, Suspension Reduction, or Closure

Domain/Division:	**Academic / Program Administration**	**Index**	**20-06.20**
Responsible Unit(s):	**Faculty Coordinating Council**	**Page:**	1 of 8
		Attachments:	0

Authorization Date: March 5, 2007

☒ **If checked, policy requires Faculty Council Approval. Most recent approval date: 5-7-2012**

Review History: Includes Effective Date, Review, and Revision History:

02/15/06: Posted for Faculty & Staff Comment
02/26/06: Academic Council review of substantive comments received to date
03/05/07: Faculty Council vote approved adoption of policy
04/01/11: Office of Academic Affairs clarifies admission vs. matriculation language and approvals bodies to be considered
April 2011 through April 2012: FAC and Office of Academic Affairs review policy edits & insert program closure content; Begun work with Academic Council co-chairs regarding continuation policy and processes; Graduate Council Review and Revision; Baccalaureate Council, Graduate Council, and Academic Council Reviews and Discussions
04/25/12: Academic Council approved content and organization of policy and included procedures.
05/07/12: Faculty Council approved
06/24/2019: Faculty Coordinating Council approved

POLICY STATEMENT

The purpose of this policy is to outline the process for systematic program review that may assist with curriculum modification requests and reviews, degree initiation and closure, and provides the Undergraduate and Graduate councils with information that may pertain to the review of courses. This policy outlines and/or references the necessary OHSU policies and procedures for these types of approvals. Please see OHSU policy, 02-50-010-Proposing-Curriculum-Modifications for information on proposing change in any curriculum or program, https://www.ohsu.edu/xd/education/student-services/academic-programs-and-assessment/academic-policy/approved-policies/upload/02-50-010-Proposing-Curriculum-Modifications-Rev-Final.pdf and the SON website for additional information on curriculum modification process and timelines, https://o2.ohsu.edu/school-of-nursing/resources/faculty-and-staff-resources.cfm

The policy also requires that any Substantive Changes, defined as changes in degree outcomes, program delivery modality, major program content, or course sequencing/addition/deletion, cohort expansion, cohort addition, etc. be reviewed through the curriculum modification process.

Program faculty, Program Directors, Campus Associate Deans, Assistant Deans for programs, and the appropriate curriculum committee and/or council must approve substantive changes prior to implementation in the following academic year.

PROGRAM INITIATION

All new academic programs within the OHSU School of Nursing (SON) share a common program initiation and approval process (see OHSU Policy 02-50-010) that must be completed per the outlined timelines, prior to the admission of students. Faculty groups interested in putting forth new academic programs must gain the appropriate approvals from the faculty governing bodies as specified in the School of Nursing Bylaws with full approval from SON Faculty Coordinating Council and possibly the Faculty Assembly (to be determined by the Faculty Coordinating Council).

Proposed new degrees and/or graduate certificates require review by the school, the Office of the Provost, the Faculty Senate Education Policy Committee (EPC), OHSU Faculty Senate, the Statewide Provost's Council and the Northwest Commission on Colleges and Universities (NWCCU). Additional external approvals may be required for programs with specialized accreditation and appropriate accrediting and approval bodies. The faculty sponsor originating the program initiation request is responsible for ensuring all protocols for these approvals are followed and must confirm with the SON Office of Academic Affairs all of the approvals required.

ANNUAL PROGRAM REVIEW

Program Directors, Campus Associate Deans, or Assistant Deans for programs are required to complete the Annual Report each year for the previous academic year, which includes review of program information and data provided by SON administration (Office of Academic Affairs and HR), and answer summary questions as indicated in the Annual Report Template for submission to the appropriate council by the deadlines included in the Template. The Office of Academic Affairs is responsible for the initiation of the process each year. Faculty review of programs and consideration of recommendations will be undertaken in collaboration with appropriate representation from SON administration.

Program information for the review includes:
- Campus Designation
- Degree/Major/Program
- Program Director Name, Title, Credentials

Student information for the review includes:
- Total number of students at beginning of academic year
- Total number of students at end of academic year
- Graduation Counts by Term
- Total number of student withdrawals
- Total number of student in part-time and full-time status
- Leave of Absence Summary with totals for each reason (e.g., Military, Maternity, Personal)
- First-time pass rates for licensure for RNs or credentialing for APRNs (including date ranges reported)
- National and state first time pass rates for licensure or credentialing
- A narrative summary about steps the program is taking to maintain and improve pass rates

- A table summarizing Student Learning Outcomes (SLOs) including information about assessment and evaluation activities, benchmarks, and findings.
- A narrative summary of program issues and concerns, future plans, anticipated changes, and resource sustainability needs as it relates to students. Please include budgetary impacts were appropriate.

Faculty and Staff Information for review includes:
- A table of teaching faculty and administrative staff including, percentage of FTE and contract status.
- A narrative summary of issues and concerns, future plans, anticipated changes, and resource needs related to faculty and staff FTE. Suggestions include recommendations for the change or expansion of FTE, existing faculty and staff availability vs. recruitment and hiring needs, and faculty expertise and capacity to deliver to program.

Curriculum Information & data for review includes:
- Skyfactor data (end of program exit survey)
- Course Evaluation data
- A narrative summary of issues and concerns, future plans, anticipated changes, and resource needs related to changes in syllabi, learning activities, and delivery methods.

Some information is provided in the template for the annual review by the Office of Academic Affairs and Human Resources for Program Directors, Campus Associate Deans, and Assistant Deans to review and confirm as part of this review.

Councils have the purview to add questions to the Annual Report that address trending data (i.e., CCNE Standards or trending data from previous annual reports). This may change based on accreditation recommendations and university KPIs.

Undergraduate and Graduate Council Responsibilities

Undergraduate and Graduate Council will complete an annual review and Annual Report Summary of all academic programs in their purview using the Annual Reports submitted by each Program Directors, Campus Associate Deans or Assistant Deans for programs. The Annual Report may be used to inform decisions regarding program reduction or closure. Recommendations from the Councils will be forwarded to the Dean's Executive Council and Faculty Coordinating Council. The Faculty Coordinating Council and Council Chairs may consult with Program Directors, Campus Associate Deans, Assistant Deans for programs, and other SON faculty and administrators for additional information if necessary for the review.

The Undergraduate and Graduate Councils will maintain a schedule of courses and the systematic dates of their review to be included as regular review cycle. Courses must be reviewed at least once every three years. Additionally, any new courses developed and delivered during the past academic year within a program must include a summary of the end of term evaluation results, course materials/learning activities, and faculty or student feedback collected regarding a new course.

PROGRAM REDUCTION OR CLOSURE

When conditions such as unsatisfactory program quality, limited enrollments, fiscal resources, or lack of qualified faculty to deliver program require the reduction or closure of programs, processes of decision-making and review in the School of Nursing and the University must be followed unless mandated by external accrediting or regulatory bodies. See OHSU policy, 020-50-040, Suspension of Admission into or Closure of Academic Programs, https://www.ohsu.edu/xd/education/student-services/academic-programs-and-assessment/academic-policy/approved-policies/upload/02-50-040-Suspension_Closure-of-Acad-Programs.pdf

The Annual Report(s) submitted to Faculty Coordinating Council and the Dean's Executive Council may be used for reference in the event that program reduction, suspension or closure becomes necessary during the subsequent academic year. Program Directors, Campus Associate Deans, and Assistant Deans will seek budgetary information from SON administration to inform decision-making processes related to program reduction, suspension or closure as appropriate. To ensure there is adequate time for faculty involvement in the review process, Faculty Coordinating Council and Program Directors, Campus Associate Deans, and Assistant Deans for programs will review the Annual Reports to consider these types of decisions.

Faculty review of programs and consideration of recommendations will be undertaken in collaboration with appropriate representation from SON administration. In the event that action is needed to reduce or close academic programs, Program Directors, Campus Associate Deans, and Assistant Deans for the programs will meet with the SON Dean, or designee (i.e. Senior Associate Dean for Academic Affairs), and may refer back to the Annual Reports to provide a basis for final faculty recommendations. These final recommendations will be reviewed and voted on by Faculty Assembly. However, there is no requirement that Program Directors, Campus Associate Deans, and Assistant Deans for the program come to an agreement with SON administration on program reduction or closure recommendations. These final recommendations will be reviewed and voted on by Faculty Assembly.
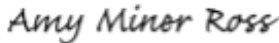
PROCEDURES FOR ANNUAL PROGRAM REPORT

Responsible Party:	Action:
Office of Academic Affairs	Initiates the data collection process with an email, checklist, and meeting with Program Directors, Campus Associate Deans, and Assistant Deans for programs.
Program Directors, Campus Associate Deans, and Assistant Deans for programs	Submits Annual Report to Undergraduate or Graduate Council by deadline each year for review and amendment if necessary (see Annual Report Template)
Undergraduate and Graduate Council Chairs	• Summary report provided to Program Directors, Campus Associate Deans and Assistant Deans for programs for review • Submits summary of Annual Report(s) to FCC & DEC by deadline published in the template
Dean's Executive Council	• Reviews summary reports from the councils provides additional feedback, recommendations, comments, and answers any questions posed by the FCC. • Reports findings and decisions to Faculty Coordinating Council and Dean.
Faculty Coordinating Council	Reviews DEC response to the Annual Report(s).
Program Directors, Campus Associate Deans and Assistant Deans for programs	Program Directors, Campus Associate Deans and Assistant Deans for programs review responses to the Annual Report for their programs from FCC and DEC.

RELATED REFERENCES (if applicable)

- School of Nursing Faculty By-Laws: bridge.ohsu.edu/edu/provost/son/gov/SharedDocuments/Forms/Bylaws.aspx
- OHSU policy, 020-50-040, Suspension of Admission into or Closure of Academic Programs, https://www.ohsu.edu/xd/education/student-services/academic-programs-and-assessment/academic-policy/approved-policies/upload/02-50-040-Suspension_Closure-of-Acad-Programs.pdf
- OHSU policy, 02-50-010-Proposing-Curriculum-Modifications, https://www.ohsu.edu/xd/education/student-services/academic-programs-and-assessment/academic-policy/approved-policies/upload/02-50-010-Proposing-Curriculum-Modifications-Rev-Final.pdf
- SON Curriculum modification process and timelines, https://o2.ohsu.edu/school-of-nursing/resources/faculty-and-staff-resources.cfm

Supersedes the following policies:

- 20-06.01 *Determination of Graduate Options/Specialties* (Initiated July 1986 & last reviewed Jan 2003)
- 20-06.02 *Course Review, Scheduling and Procedure Baccalaureate and Graduate Councils*
- 20-06.11 *Post-Master Certificate Option* (Initiated 8/1/92 & last reviewed 10/02)
- 20-06.16 *Pilot Programs* (Initiated June 1999 & last reviewed Oct 2002)20.06-19 *Graduate Specialty Evaluation for Initiation or Continuanc*e (Initiated Jan 2000 & last reviewed Oct 2002)
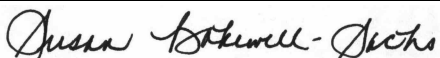
Undergraduate/Graduate Council Approval	
Signature *Amy Minor Ross*	**Date 6/26/19**
Printed Name **Graduate Council Chair** **Amy Ross**	

Undergraduate/Graduate Council Approval	
Signature *Renee M Menkens*	**Date 6/26/19**
Printed Name **Renee' Menkens, co-chair** Undergraduate Council Chair	

Faculty Coordinating Council Approval	
Signature Deborah C Messecar	**Date 6.24.209**
Printed Name Council Chair	

Dean Approval
Original Signed Copies Stored in Office of Academic Affairs

Signature		Date	7/15/2019
Printed Name	Susan Bakewell-Sachs		