Using Program Status Report

(Created November 2014; revised April 2017)

Contents

Purpose of the Report

The Program Status Report (datatype) is intended for use by program faculty, department heads, associate deans, or Provost Office personnel to

1. Report on a program that is under review for potential closure due to any number of reasons, including
   a. continuing low enrollment,
   b. declining enrollments,
   c. lack of resources (faculty, staff, and/or budget), or
   d. unit reorganization or redirection.
2. Identify new academic programs that faculty have yet to enter an assessment plan for the program's student learner outcomes. Once the new academic program is approved, outcomes and assessment methods should be reported as soon as possible and preferably with program initiation.
3. Identify and list changes to the organizational chart that need to be submitted to Campus Labs

When a program, one in which a student earns a credential such as a certificate or diploma, is closed, the U.S. Department of Education requires the institution to report such a closure to its regional accreditor. As part of the Substantive Change Report, which must be submitted six months prior to the term the closure goes into effect, the SACSCOC Liaison must include a teach-out-plan (how the institution will allow those enrolled in the program to complete their education) and a plan for the faculty and staff associated with the program, if any positions are eliminated.

Therefore, the Program Status Report was designed to provide a tracking mechanism for the actions associated with a program closure or reorganization. Elements of the report are:

1. Identifying the program status
2. Providing supporting documentation
   a. curriculum submissions
   b. faculty meeting minutes
   c. program review reports
   d. appropriate correspondence or reports provided to the Office of the Provost
   e. notification letters to students enrolled in the program
   f. notification letters to faculty and staff (if any positions are eliminated)
3. Provide an archive of substantive change submission and SACSCOC response

The intention of the Program Status Report is to provide an archive of the process and the needed information to complete the Substantive Change Notification to SACSCOC prior to the actual closure of the program.

Program Status Report Fields

Providing Department
This field is prepopulated when the program is selected and the item added within the Planning module of Compliance Assist from Campus Labs (our vendor).

Providing Department: Computational Fluid Dynamics-Certificate   Clear

Program Status Report
Provide a brief name for the report such as New Program, Initial Status Report, Consultant Report, Initial Faculty Meeting, Vote on Closure, Submission of Curriculum Change, etc. This field is limited to approx. 250 characters.
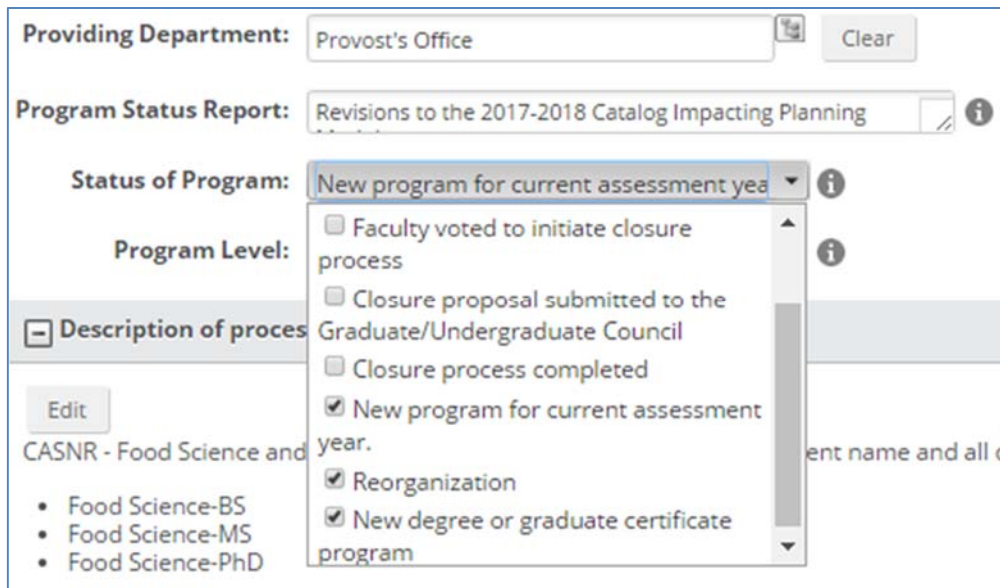
Program Status Report: Closure approved and effective date 2014-2015 catalog

Status of Program

This field provides you with a choice to select that include:

- Program in dormancy/hiatus
- Faculty have suspended admissions to the program
- Faculty voted to initiate closure process
- Closure proposal submitted to the Graduate/Undergraduate Council
- Closure process completed
- New program for current assessment year
- Reorganization
- New degree or graduate certificate program

You can make multiple selections. In this example, it is a report that provides information on changes to the organization chart within the Planning Module.

Description of Process

Use this field (long, rich-text box) to describe the choice made under Status of Program (where you are in the process, what decision was made, why the decision was made) and attach any supporting documentation in the File Library. This is where you would provide information for the teach-out plan and notification of students, faculty and staff affected by program discontinuance. Think of this as an electronic archive for the entire process.

Effective Academic Year of Change

Select the catalog year that the change goes into effect - the catalog year when the program closure goes into effect, the catalog year when a new program starts, the catalog year when the reorganized or renamed program starts. The year should agree with the effective date given in the curricular submissions to the Undergraduate or Graduate Councils.

In the example below, the change went into effect with the 2015-2016 Graduate Catalog. This is a choice field with a limitation of one selection.

Effective Academic Year of Change: 2015-2016 Catalog

Start and End Dates

These fields default to the current assessment year when the report is created. There is no need to alter these.

Start: 7/1/2013

End: 6/30/2014

Choose Assessment Year Dates

Progress

This is used only when you are ready to forward the report to the College office or the Office of Accreditation. It is not always necessary, such as in the case of a program that is new. This is a pull-down menu and you can make only one choice.

Progress: Institutional review complete (NOTE: sele ▾

Person completing this report

Identifying the person who completed the report is done as described in Program/ Major Learner Outcome. This is not necessarily the person entering the information; rather it is the person to whom questions would be directed. You should select the department/unit head and/or faculty member(s) involved in the process; more than one person may be listed. In this case, it was prepared by the SACSCOC Liaison.

Person completing this report: 📝 **Manage**   ❌ **Delete Selected**   ⓘ

Role	Permission
Associate Vice Provost (Mary Lewnes Albrecht)	Administrator

College Approval

This is used by Office of the Dean personnel to signify they have reviewed the information and agree with the process once the closure, reorganization, or addition has been fully vetted through normal university processes.

College Approval: 📝 **Manage**   ❌ **Delete Selected**

Role	Permission
Associate Dean (Mary Gunther)	Public

Document Glossary

Reorganization: When a program is changed in some way that affects it status within the institution. Such changes might be elevating a concentration to a new academic major, moving the management of an academic program from one department to another.

Substantive change: As defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), "Substantive change is a significant modification or expansion of the nature and scope of an accredited institution." (from Substantive Change for SACSCOC Accredited Institutions, Policy Statement, p. 1, July 2016, http://sacscoc.org/pdf/081705/SubstantiveChange.pdf, accessed April 25, 2017. The policy document includes a number of items, as defined in federal regulations, that are considered substantive change and includes a table of substantive change and reporting requirements. The University of Tennessee, Knoxville is required to have a substantive change policy which can be located at http://sacs.utk.edu/ut-sacscoc-related-policies/. The Office of Accreditation maintains a webpage that lists all substantive changes reported, the documentation sent, and SACSCOC response, located at http://sacs.utk.edu/ut-sacscoc-related-policies/. Substantive change for SACSCOC may differ from that for the Tennessee Higher Education Commission (THEC). Always consult with the SACSCOC Liaison to determine if the change being executed may require a letter of notification or a prospectus to be submitted to SACSCOC.

Teach-out Plan: When a program is closed, the institution is required to report it as soon as possible to SACSCOC and at least 6 months prior to the closure. At notification, a teach-out plan is submitted that describes how students are notified of the closure, how students will be allowed to finish the program at the institution or elsewhere, how faculty and staff impacted by the closure are notified, and how reassignment of faculty and staff, if applicable, is handled. Typically, the SACSCOC Liaison reports closures once the appropriate council approves the closure as the decision could be overturned at any step in the process.