

Guidelines for Review of Existing Instructional Programs

Commission Rule 4 (281 NAC 4: 00)

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

Information Required from the Institution (see attached form):

Evidence of:

- An established program review process that evaluates the program,
- the need for the program in the state of Nebraska and at the institution,
- the demand for the program by students,
- efficiency of the program, and
- justification if the program is below CCPE minimum performance standards.

The Commission welcomes any additional documentation an institution wishes to provide, including data for number of completers if not measured by the number of awards given. Information may be provided on the Commission's form, in any review format used by the institution, or a combination of the two. (If using an institutional form, please clearly mark the relevant sections.)

Review Process:

- Upon receipt of the program review form, the Commission staff will evaluate the program to ascertain centrality to the role and mission of the institution and regarding the appearance of duplication.
- In some instances, staff may contact the institution for additional information regarding role and mission, need and demand, productivity, or unnecessary duplication.
- Upon review of the information submitted about the program:
 - The executive director will approve continuation of the program if all Commission performance standards have been met or if sufficient justification has been provided, OR
 - The Commission will determine if the program should be continued, if an interim report should be provided, or if an in-depth review should be conducted by the institution.

Review Schedule:

The Commission will continue to publish a schedule for review of existing programs on a seven-year cycle. Institutions may follow this schedule or propose an alternative schedule for Commission acceptance. If an alternative schedule is submitted, such as one that conforms to internal institutional review or accreditation reviews, the proposed exception to the schedule should be submitted to the Commission prior to the June 30 due date for reviews. Programs on alternative schedules must still be reviewed at least once every seven years.

CCPE Minimum Performance Standards:

Number of Degrees/Awards in this Program

(the mean of the prior 5 years)

Less Than Two Years and Associate	10
Baccalaureate and First Professional	7
Masters Degree	5
Specialist	4
Doctoral Degree	3

Student Credit Hour Production by Department Per Full-Time Equivalent Faculty

(the mean of the prior 5 years)

All credit hours produced at the baccalaureate levels and all credit hours the associate level or below except those described below.	300
All credit hours produced at the associate level and below in programs which utilize contact hours that are converted to credit hours for purposes of determining full-time equivalency pursuant to Section 79-2637 (R.R.S.)	275

Interdisciplinary Programs

Review Process

(reviewed by the Academic Programs Committee)

Interdisciplinary baccalaureate programs that do not meet the threshold of seven graduates per year, averaged over a five year period, will complete the program review form (including the number of graduates and need for the program) but will not require justification for low production and will not require any follow-up reporting to the Commission if:

- The program is an individualized, custom-designed program for a single student. The program has no specified curriculum and no designated participating departments, but can have a specified school or college. Student credit hours are attributed to the departments offering the courses the student selects. This definition includes these current programs: Interdisciplinary Studies (CSC, WSC, UNO), Individualized Program of Studies (UNL), and University Studies (UNL).

OR

- The program has an identified curriculum focused on a specific area of study, draws courses from two or more departments, and has two or less courses of its own (i.e., courses identified solely with the program and not cross-listed in another discipline). Student credit hours are attributed to the participating departments offering the courses in the curriculum, with the exception of the one or two courses specific to the program. The program averages at least two graduates per year.
For example, a European Studies program offers a BA and graduates an average of 2.4 students per year. It has an identified curriculum that includes relevant courses in the social sciences, arts, and languages. The program itself only offers a capstone seminar.