

State of Washington
State Board for Community and Technical Colleges
Resolution 14-09-59

A resolution relating to updating the Applied Baccalaureate Degree program approval process.

WHEREAS, the State Board for Community and Technical Colleges and the Higher Education Coordinating Board approved a selection process used for applied baccalaureate degrees in 2010; approved initial revisions to the approval process in February 2013; and

WHEREAS, the State Board for Community and Technical Colleges wishes to maintain a rigorous yet efficient, streamlined process for approving Applied Baccalaureate Degrees that adheres to detailed core criteria; and

WHEREAS, the State Board for Community and Technical Colleges requires the process for approving Applied Baccalaureate Degrees to include a strong focus on a statement of need for proposed programs.

THEREFORE BE IT RESOLVED that the State Board for Community and Technical Colleges approves the revised Applied Baccalaureate Degree Program Approval Process (Attachment A).

BE IT FURTHER RESOLVED, that the State Board for Community and Technical Colleges authorizes the Executive Director to make adjustments to this action, including any necessary changes to the State Board's Policy Manual, as necessary, for actions taken by the governor, legislature, data corrections, externally imposed restrictions or guidelines, uniform accounting and reporting requirements, and unanticipated changes in state or federal law.

APPROVED AND ADOPTED on September 10, 2014.

ATTEST:



Marty Brown, Secretary



Elizabeth Willis, Chair

**Applied Baccalaureate Degree
Program Approval Process
Revised September 2014**

As part of the 2010 System Design Plan legislation (SSB 6355), ~~((the status of))~~ applied baccalaureate degrees offered by Washington's community and technical colleges ~~((was))~~ were changed from pilot to regular status. The State Board for Community and Technical Colleges (SBCTC) approves all proposals for applied baccalaureate degrees ~~((from))~~ submitted by the community and technical colleges. These programs are intended to accomplish the following:

1. Serve professional and technical degree-holding students who have limited access to bachelor degree programs after completing their ~~((technical))~~ associate of applied science degree or its equivalent.
2. Provide opportunities for working adults who are place-bound to a specific geographic region and want to earn a ~~((bachelor))~~ baccalaureate degree.
3. Fill skills and credentials gaps and needs in specific occupations, particularly specific professional and technical fields requiring applied knowledge and skills.

In July 2012, SBCTC retained sole approval authority for applied baccalaureates degrees. The following describes the process for community and technical colleges seeking to acquire state approval to offer applied bachelor's degree programs. The SBCTC may make future revisions to the selection process and criteria as needed.

Step 1: Institutions notify SBCTC and higher education partners of their intent to offer an applied bachelor degree program by placing the program title and anticipated date of enrollment on the higher education Inter-institutional Committee on Academic Program Planning (ICAPP) Grid.

The grid is used to informally notify higher education partners (colleges, universities, the ~~((WSAC))~~ Washington Student Achievement Council, and the State Board for Community and Technical Colleges) of a college's intent to offer a program. This informal notice allows concerns to be addressed between colleges prior to the official notice to higher education partners.

- Institutions simply send an email to the SBCTC staff responsible for reviewing applied baccalaureate degree program proposals. The body of the email must include the working title of the degree program and the anticipated enrollment date.
- SBCTC staff will place the program information on the ICAPP grid for notice to the higher education community.

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- SBCTC staff members will provide quarterly updates to State Board members regarding potential upcoming applied baccalaureate programs being considered by colleges.

Step 2: Institutions submit a Statement of Need to SBCTC staff and a brief analysis of the College's content area strength and capacity for the applied bachelor degree.

~~((In addition, SBCTC staff will forward the Statement of Need to SBCTC board members and schedule a "conceptual discussion" between board members and the lead administrator of the proposed applied baccalaureate degree program. The conceptual discussion will focus on the role of the applied baccalaureate program related to the mission, vision and goals of the college and the system.))~~

Institutions can download the cover sheet and document entitled "Statement of Need Criteria" (Forms A and B) from the SBCTC website. Institutions must complete all elements of Forms A and B and then submit the completed forms to SBCTC staff within the specified period of time.

- The Statement of Need will be reviewed by SBCTC staff to ensure that all criteria have been met. SBCTC staff will forward feedback regarding the strengths of the plan and areas needing improvement to the college with the goal of strengthening the proposal to ~~((move smoothly through the process))~~ ensure required criteria are met. The college may submit revised documents as many times as appropriate.
- Once criteria are met, staff from the SBCTC will send out a notice to universities and community and technical colleges officially informing them of the proposed program. Questions or concerns about the proposal must be submitted to the SBCTC within 30 days. Concerns will be ~~((sent))~~ forwarded to the submitting college.

Step 3: SBCTC staff forward the Statement of Need to SBCTC board members and schedule a "conceptual discussion" between board members and the lead administrator of the proposed applied baccalaureate degree program.

- The conceptual discussion will focus on the unmet need for the program in the region.
- The Statement of Need will also address the relationship of the proposal to the institutional role, mission, and program priorities; employer and community unmet need; evidence of the baccalaureate degree building on an existing professional and technical degree program; student demand for the program; and efforts to maximize state resources for place-bound students through collaboration with similar CTC associate degree and applied bachelor's degree programs and the CTC Centers of Excellence.

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~~((Step 3))~~

Step 4: ~~Institutions submit program approval application to the SBCTC. ((Institutions can download the)) The cover sheet and ((document entitled)) “New Degree Program Proposal” ((Forms C and D)) document can be downloaded from the SBCTC website. ((Institutions must complete all required elements of Forms C and D and submit the completed documents to SBCTC staff within a specified period of time.))~~

- ~~A committee of higher education representatives will review the application. The committee will be comprised of community and technical college vice presidents of instruction, student services, and finance/business ((a community or technical college president)), and others as appropriate. ((A representative from the proposing college will be encouraged to attend the review committee meeting to respond to questions and concerns.)) The committee will make recommendations to the SBCTC staff.~~
- A peer review is not required for colleges that are already accredited as bachelor degree granting institutions through the Northwest Commission on Colleges and Universities (NWCCU). SBCTC staff will continue to review all college Applied Baccalaureate proposals and make recommendations to the SBCTC.
- The New Degree Program Proposal should clearly address concerns raised by the State Board during the Statement of Need phase of the process.
- In addition to demonstrating sustainability, rigor, and appropriate student support services, the New Degree Program Proposal should reflect collaboration with CTC’s and neighboring baccalaureate institutions when applicable and foster pathway options among the various institutions.

~~((Step 4:))~~

Step 5: ~~The State Board for Community and Technical College board members ((will)) officially vote on the program proposal. A college representative will participate in the Board meeting and provide oral support for the proposal and respond to Board member questions.~~