

Are You Considering a New Baccalaureate Degree Program?

A Brief Guide

Preparing to propose a new baccalaureate degree: The basics

- Baccalaureate approval process overview
- What you need to know
- What you need to do



Baccalaureate approval process overview



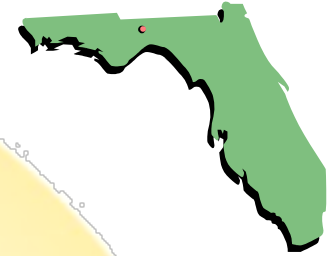
- College researches options for program(s) and submits Letter of Intent (LOI) to the Division of Florida Colleges (DFC).
- DFC forwards the LOI to the State University System (SUS), Independent Colleges and Universities of Florida (ICUF), and the Commission on Independent Education (CIE); these institutions are provided the opportunity to submit alternative proposals.
- College submits baccalaureate proposal to DFC at least 100 days after submitting LOI.
- The Baccalaureate Review Team (led by DFC staff) reviews proposal and notifies college of any deficiencies. College returns final completed proposal to DFC.
- DFC provides the completed proposal and any alternative proposals to the State Board of Education for review and determination of approval.
- College must obtain Level II accreditation from the Southern Association of Colleges and Schools-Commission on Colleges (SACS-COC) before the first baccalaureate students graduate from the program.

What you need to know

- The baccalaureate proposal application process involves several steps that typically take a year or more to complete.
- This process is outlined in section 1007.33, Florida Statutes and in 6A-14.095, Florida Administrative Code.
- Detailed instructions, timelines, and all application documents can be found on the DFC's website:
http://www.fldoe.org/cc/students/bach_degree.asp
- Although the first formal step in the process is submitting a Letter of Intent to the DFC, the college's planning process will begin long before this point.

What you need to do

Prior to LOI submission



- Determine **workforce demand and unmet need** for the program – VERY important, as this information must be reviewed and approved by your Board of Trustees (BOT) and ultimately the State Board of Education to determine if program development is warranted!
- How can you do this?
 - Analyze local/regional/statewide employment data and statistics
 - Reach out to your community. Contact, hold meetings with, and/or survey industry leaders, members of the business community, local chambers of commerce, regional workforce planning boards, etc.
 - Gauge student interest in the program (often done by survey).
 - Contract an outside research consultant to conduct a workforce need/demand analysis.

What you need to do

Prior to LOI submission



- **Collaborate** with regional postsecondary institutions – crucial!
- How can you do this?
 - Initiate discussions with regional state universities, Florida colleges, and other public and nonpublic regional postsecondary institutions regarding the need, demand, and economic impact of the program to discuss partnerships and/or the possibility of offering your own on-site program.
 - Meet in person, conduct phone calls, engage in email discussions, etc.
 - Typically, upper-level administrators and/or the college President would ultimately engage in these conversations.



What you need to do

Prior to LOI submission

- Gain the approval of your BOT to proceed with submitting the LOI
 - Submit a description of the program (name, degree type to be conferred, career path for graduates, available facilities and resources, etc.), evidence of workforce demand and unmet need for program, summary of collaborations with regional postsecondary institutions, etc. to the BOT.
- Upon BOT approval, the college President submits the LOI to the DFC

What you need to do

Proposal application



- The Baccalaureate Proposal Approval Application may be submitted to the DFC 100 days after LOI submission. The application is composed of 11 sections:
 - Planning Process
 - Program Implementation Timeline
 - Workforce Demand/Unmet Need Specific to Program Area
 - Facilities and Equipment Specific to Program Area
 - Library/Media Specific to Program Area
 - Academic Resources Specific to Program Area
 - Cost to Students
 - Academic Content
 - Enrollment, Performance, and Budget Plan
 - Plan of Action If Program Must be Terminated
 - Supplemental Materials

What you need to do

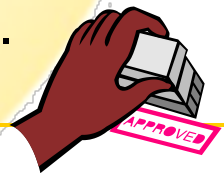
Proposal application

- Be sure to have a solid plan regarding the program curriculum, academic and physical resources and equipment, program faculty, budget and anticipated expenditures, and anticipated enrollments and completions as you will be required to include specific details in the proposal.
- Pay particularly close attention to the **Planning Process** (especially postsecondary **collaboration**), **Workforce Demand/Unmet Need**, and **Academic Content** sections of the proposal.
- The Executive Summary should be a stand-alone document that does not introduce any information that is not also included in the body of the proposal.
- Collaborate with various staff at the college while composing the proposal (academic, research, finance) to ensure compatibility between the various segments of the document.
- As you engage in program planning, keep records of internal and external planning meetings, telephone and email conversations, survey instruments, etc. and include these in the Supplemental Materials section to further support the proposal.
- Collect letters of support for the program from regional postsecondary institutions, businesses, industry leaders, and other relevant stakeholders to be included in the Supplemental Materials.
 - **Tip:** Avoid submitting letters that contain identical language.

What you need to do

Proposal Submission

- When the proposal application is complete, submit it to the DFC as instructed on the DFC website.
- The DFC Baccalaureate Review Team will review the proposal and within 30 days will provide written recommendations to the college for improving the proposal.
- After revisions have been made, the college will submit the final completed proposal to the DFC.
- The DFC will then submit the proposal to the State Board of Education for review and consideration for approval.



GOOD LUCK!!!

- If you have any questions during your planning and proposal writing process, contact:
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