

Baccalaureate Proposal Submission/Approval Process per SB 2682

Beginning July 1, 2009, a Florida college may establish a first or subsequent baccalaureate degree program for purposes of meeting district, regional, or statewide workforce needs if approved by the State Board of Education.

Planning Requirements-Prior to Submitting Notice of Intent and Proposal:

- All Florida colleges, (regardless of an approved exemption from the SBE) must:
 - Engage in need, demand, and impact discussions with the state university, and other regional accredited postsecondary providers in their service district;
 - Send *documentation, data and other information* from the inter-institutional discussions noted above to the college's Board of Trustees, prior to that Board's approving the degree proposal.
 - Local Board of Trustees approval of the proposed degree program (authorizing Letter/Notice of Intent) should include consideration of the documentation, data, and other information resulting from the referenced meetings, as well as other criteria detailed in statute.
 - *Note: This same documentation, data, and information from articulation meetings should be provided to the Division of Florida College and the Chancellor of the State University System as follows:*
 - *Non-exempt colleges: With Letter/Notice of Intent*
 - *Exempt colleges: Within 30 days of Board of Trustees final approval of a new degree program for use in compliance review*

Notice/Letter of Intent Submissions:

- Florida college submits Notice of Intent (at any time throughout the year) to DFC at least 100 days before submission of its proposal;
- Notice must include brief description of the program, workforce demand and unmet need; geographic region to be served, estimated timeframe or implementation;
- DFC forwards notice of intent within 10 business days after receipt to Chancellor of the SUS, President of ICUF and Executive Director of CIE;

Alternative Proposals:

- State Universities have 60 days after SUS Chancellor gets notice to submit alternative proposal to the DFC. (*Note: DFC recommends that SUS/BOG, ICUF, & CIE, ask their colleges to also provide them with copies of any alternative proposals submitted.*) If none are received during this period, the SBE shall provide regionally accredited private colleges and universities 30 days to submit an alternative proposal. Such proposals must be considered by SBE in making decision to approve or deny a FC proposal. The alternative proposal must include:
 - Extent to which the workforce demand and unmet need described in the notice of intent will be met;
 - Extent to which students will be able to complete the degree in the geographic region proposed to be served;

- Level of financial commitment of the college or university to the development, implementation and maintenance of the specified degree program, including timelines;
- Extent to which faculty at both the Florida college and the college or university will collaborate in the development and offering of the curriculum;
- Ability of the FI college and the college or university to develop and approve the curriculum for the specified degree program within 6 month after an agreement is signed;
- Extent to which the student may incur additional costs above what the student would expect to incur if the program were offered by the Florida college.

Proposals submitted by Florida Colleges must include:

- Description of planning process and timeline for implementation;
- Analysis of workforce demand and unmet need on a district, regional or statewide basis, as appropriate;
- Identification of facilities, equipment, and library and academic resources that will be used to deliver the program;
- Program cost analysis of creating a new degree when compared to alternative proposals and other delivery options;
- Program's admission requirements, academic content, curriculum, faculty credentials, student-to-teacher ratios, and accreditation plan;
- Enrollment projections and funding requirements;
- Plan of action in case of program termination;

Review/Approval Process:

- Division of Florida Colleges will review the FCS proposal, and notify the Florida college of any deficiencies in writing within 30 days following receipt of proposal.
- Must provide college with opportunity to correct the deficiencies.
- Within 45 days following receipt of a *completed proposal*, the Commissioner shall recommend approval or disapproval of the proposal to the SBE;
- SBE will consider commissioner's recommendation, the proposal, and any alternative proposals at its next meeting; (**Note:** DFC will forward all proposals, alternative proposals and related materials to the commissioner and SBE for full consideration)
- If the SBE disapproves the FC's proposal, it shall provide the college with written reasons for that determination;
- FC must obtain Level II accreditation from SACS-COC prior to offering its first baccalaureate degree program, and provide SACS with appropriate notification of subsequent substantive changes.

Exemption to SBE Program Approval:

- Beginning July 1, 2010, and each July 1, thereafter, the Division of Florida College may accept application from a Florida college to obtain an exemption from the SBE's approval for subsequent degrees, if the college has obtained Level II SAC's accreditation AND been offering baccalaureate degree programs for 3 or more years. (**Note:** DFC is interpreting this to mean upper division student enrollment for a minimum of 3 years, rather than 3 years from time of initial program approval.)
- The Division shall develop criteria for determining eligibility for an exemption based upon compliance with requirements for baccalaureate degrees, primary mission and fiscal, including, but not limited to:
 - SACS accreditation;
 - Qualified faculty and institutional resources;
 - Maintenance of enrollment projections in approved programs;
 - Appropriate management of fiscal resources;
 - Compliance with primary mission;
 - Timely submission of annual performance accountability report;
 - Other indicators of success such as program completers, placements, and surveys of students and employers.
- *IF*, a Florida college has demonstrated satisfactory progress in fulfilling the above criteria, the Division *may* recommend to the SBE that the institution be exempt from SBE approval of future baccalaureate degree programs.
- Upon SBE approval of Division's recommendation, authority for approval of future baccalaureate programs is delegated to the college's Board of Trustees.

Compliance Review for new programs from "Exempt" Colleges:

- The BOT of an "exempt" college must submit newly approved programs to the Division of Florida Colleges and SACS within 30 days of [local] approval.
- Within 30 days of receipt, the Division of Florida Colleges shall conduct a "compliance review." In the compliance review, "the Division of Florida Colleges shall use the documentation, data, and other information required in this subsection, *including information from the Chancellor of the State University System...*"
- Upon completion of the compliance review, the Division shall notify the college if the proposal meets the criteria for implementation in statute.
- If the Division determines that all criteria have not been met, the college may not proceed with implementation until the SBE reviews the proposal, and the compliance materials and gives its final approval.

Rule-Making Authority:

- The State Board of Education shall adopt rules to prescribe format and content requirements and submission procedures for notices of intent, proposals, and alternative proposals under subsection (5). (SB 2682 –Lines 568-571)

- In addition: “The division shall develop criteria for determining eligibility for an exemption based upon demonstrated compliance with the requirements for baccalaureate degrees, primary mission, and fiscal, including, but not limited to...” (SB 2682-- Lines 502-506; see bullet 2 under “Exemption to SBE Program Approval” above for list of criteria for exemption status)