

Baccalaureate Proposal Submission/Approval Process

The baccalaureate proposal submission and approval process as described below is outlined in section 1007.33, Florida Statutes, and Rule 6A-14.095, Florida Administrative Code.

Notice/Letter of Intent Submissions:

- Florida College System (FCS) institution submits Letter of Intent (at any time throughout the year) to Division of Florida Colleges (DFC) at least 100 days before submission of its proposal.
- Notice must include a brief description of the program, workforce demand and unmet need for graduates of the program to include evidence from entities independent of the institution, geographic region to be served, estimated timeframe for implementation, and evidence that the college engaged in need, demand, and impact discussions with the state university and other regionally accredited postsecondary education providers in its service district.
- DFC forwards letter of intent within 10 business days after receipt to the Chancellor of the State University System (SUS), President of the Independent Colleges and Universities of Florida (ICUF), and Executive Director of the Commission for Independent Education (CIE).

Alternative Proposals and Objections:

- State Universities have 60 days after SUS Chancellor receives notice to submit an alternative proposal or objection to the proposed new program to the DFC. (*Note: DFC recommends that BOG, ICUF, & CIE ask their institutions to also provide them with copies of any alternative proposals submitted.*) If no alternative proposals are received during this period, regionally accredited private colleges and universities shall have 30 days to submit an alternative proposal or objection. Such proposals must be considered by the State Board of Education (SBE) in making the decision to approve or deny a FCS institution 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 FCS institution and the college or university will collaborate in the development and offering of the curriculum;
 - Ability of the FCS institution 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 FCS institution.

Proposals Submitted by Florida College System Institutions:

- The college may submit the initial proposal 100 days after the DFC receives the letter of intent.
- The proposal 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, including evidence from entities independent of the institution;
 - 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:

- DFC will review the initial proposal and notify the FCS institution of any deficiencies in writing within 30 days following receipt of the proposal.
- The college is provided an opportunity to correct the deficiencies and submit the final proposal.
- Within 45 days following DFC 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 or objections at its next appropriate meeting (Note: DFC will forward all proposals, alternative proposals, objections, and related materials to the commissioner and SBE for full consideration).
- If the SBE disapproves the proposal, it shall provide the college with written reasons for that determination.
- The college must obtain Level II accreditation from the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) prior to offering its first baccalaureate degree program, and provide SACS-COC with appropriate notification of subsequent substantive changes.

Annual Baccalaureate Performance Accountability Report:

- Each FCS institution must annually, and upon request of the SBE, the Commissioner of Education, the Chancellor of the FCS, or the Legislature, report its status using the following performance and compliance indicators:
 - Obtaining and maintaining appropriate SACS-COC accreditation;

- Maintaining qualified faculty and institutional resources;
 - Maintaining enrollment in previously approved programs;
 - Managing fiscal resources appropriately;
 - Complying with the primary mission and responsibility requirements in statute;
 - Other indicators of success, including program completions, placements, and surveys of graduates and employers.
- SBE may require modification or termination of a baccalaureate program based on findings in the compliance review.

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, alternative proposals, and compliance reviews under subsection (5).