

**WEST VIRGINIA UNIVERSITY  
BOARD OF GOVERNORS  
POLICY 41**

**PROGRAM APPROVAL AND TERMINATION**

**Community and Technical College at  
West Virginia University Institute of Technology  
and  
West Virginia University at Parkersburg**

**SECTION 1. GENERAL**

- 1.1. Scope – This policy relates to program approval and termination for occupational and transfer programs at the Community and Technical College at West Virginia University Institute of Technology.
- 1.2. Authority – W. Va. Code §18B-3-6, 18B-1B-4, and 18B-1-4 and 1-6; WVCTCS #11 and #37
- 1.3. Effective Date – June 2, 2006; Amended to include WVU-P – Sept. 8. 2006.

**SECTION 2. OCCUPATIONAL PROGRAMS**

- 2.1. New occupational programs (one-year certificates and Associate in Applied Science—A.A.S.) may be implemented without approval from the Council or Commission as noted in Series 37, Increased Flexibility for Community and Technical Colleges.

**SECTION 2.1. PROCEDURE**

- 2.1.1 Before beginning an occupational program, a program advisory committee must recommend its implementation.
- 2.1.2 The new occupational program must be approved by the CTC Academic Affairs Committee and sent to the Institutional Board of Advisors and Board of Governors for informational purposes.
- 2.1.3 Before the implementation of an occupational program, the college must notify the Chancellor that such program is being implemented and the date the new program is to be placed on the official program inventory of the college.
- 2.1.4 Three (3) years after the date of implementation of the occupational program, the Council/Commission will conduct a post-audit review of the program.
- 2.1.5 The Council/Commission will request information from the college for the post-audit review that includes, but is not limited to the following:
  - 2.1.5.1 The goals and objectives of the program and the documented need the program was implemented to meet.

- 2.1.5.2 A listing of the courses and the number of credit hours required for each.
- 2.1.5.3 Headcount and full-time equivalency enrollment and number of graduates for each year the program has been in existence.
- 2.1.5.4 Placement rate of graduates and type of employment secured.
- 2.1.5.5 Annual total expenditures to deliver the program and source of funding.
- 2.1.5.6 Projection of future resource requirements and source of funding.
- 2.1.5.7 Total number of full-time and part-time faculty per year to deliver the program.
- 2.1.5.8 Listing of course delivery modes.
- 2.1.5.9 Listing of advisory committee members and how the advisory committee has been utilized for program improvement.
- 2.1.5.10 Program assessment measure that have been developed and implemented.

### **SECTION 3. TRANSFER PROGRAMS**

- 3.1 New transfer programs (Associate in Science—A.S.) must be implemented as outlined in Series 11, Submission of Proposals for New Academic Programs.

#### **SECTION 3.1. PROCEDURE**

- 3.1.1 Before beginning a transfer program, a program advisory committee must recommend its implementation.
- 3.1.2 An Intent to Plan document, outlined in Series 11, must be approved by the CTC Academic Affairs Committee, the Institutional Board of Advisors, and the Board of Governors.
- 3.1.3 The Intent to Plan document, upon approval at the board, must be completed and submitted to Council/Commission 120 days prior to implementation. The Chancellor and staff will review the statement of Intent to Plan, and approval of requests to plan shall be made by the Chancellor.
  - 3.1.3.1 The Intent to Plan shall include the following:
    - 3.1.3.1.1 Educational objectives and their relationship to the mission of the institution
    - 3.1.3.1.2 Assurance of high quality and methods of assessment
    - 3.1.3.1.3 Lists of similar programs in West Virginia
    - 3.1.3.1.4 Statement regarding demand of graduates
    - 3.1.3.1.5 Statement regarding additional resource needs

### **SECTION 4. TERMINATION OF PROGRAMS**

With the approval of the Board of Governors, programs may be discontinued based on program review process recommendations or with approval of its Board of Governors. The institution must develop a plan for transferring students, equipment, etc. to other institutions. The Chancellor must be notified of any program terminations.