BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS

POLICY C-5

PROGRAM APPROVAL AND TERMINATION

Section 1.   General

1.1.   Scope — This policy relates to program approval and termination for occupational and transfer programs at the BridgeValley Community and Technical College (BridgeValley).

1.2.   Authority — W. Va. Code § 18B-3-6, 18B-1B-4, and 18B-1-4 and 1-6; West Virginia Council for Community and Technical College Education Procedural Rules Series 11 and 37 (Series 11 or Series 37)

1.3.   Effective Date — July 12, 2013

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 as noted in Series 37, Increased Flexibility for Community and Technical Colleges.

Section 3.   Procedure for Occupational Programs

3.1.   Before beginning an occupational program, a program advisory committee must recommend its implementation.

3.2.   The new occupational program must be approved by the BridgeValley Academic Affairs Committee and sent to the Board of Governors (Board) for informational purposes.

3.3.   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.

3.4.   Three (3) years after the date of implementation of the occupational program, the Council will conduct a post-audit review of the program.

3.5.   The Council will request information from the College for the post-audit review that includes, but is not limited to the following:

3.5.1.   The goals and objectives of the program and the documented need the program was implemented to meet;

3.5.2.   A listing of the courses and the number of credit hours required for each;

3.5.3.   Headcount and full-time equivalency enrollment and number of graduates for each year the program has been in existence;

3.5.4. Placement rate of graduates and type of employment secured;

3.5.5. Annual total expenditures to deliver the program and source of funding;

3.5.6. Projection of future resource requirements and source of funding;

3.5.7. Total number of full-time and part-time faculty per year to deliver the program;

3.5.8. Listing of course delivery modes;

3.5.9. Listing of advisory committee members and how the advisory committee has been utilized for program improvement;

3.5.10. Program assessment measure that have been developed and implemented.

Section 4. Transfer Programs

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

Section 5. Procedure for Transfer Programs

5.1. Before beginning a transfer program, a program advisory committee must recommend its implementation.

5.2. An Intent to Plan document must be approved by the Academic Affairs Committee and the Board.

5.3. The Intent to Plan document, upon approval by the Board, must be completed and submitted to Council 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.

5.4. The Intent to Plan shall include the following:

5.4.1. Educational objectives and their relationship to the mission of the institution;

5.4.2. Assurance of high quality and methods of assessment;

5.4.3. Lists of similar programs in West Virginia;

5.4.4. Statement regarding demand of graduates; and

5.4.5. Statement regarding additional resource needs.

Section 6. Termination of Programs

6.1. Programs may be discontinued by and with approval of the Board based on program review process recommendations, recommendations by the Advisory Board of the

Program, recommendations of the President, and/or in the discretion of the Board. The institution must develop a plan for transferring students, equipment, and other materials related to a discontinued program to other institutions. The Chancellor must be notified of any program terminations.