

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE
ACADEMIC PROGRAM APPROVAL AND TERMINATION

Date approved by cabinet: May 25, 2023

Effective date: July 1, 2023

Expiration date (5 years from effective date if not renewed): July 1, 2028

Section 1. Policy Statement

- 1.1. Consistent with the West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education Series 11 and Series 37, BridgeValley Community and Technical College (College) will approve new programs based on the degree designation (Associate of Science, Associate of Arts, Associate of Applied Science, and Certificate) to ensure appropriate implementation of curriculum to meet requirements for transfer programs and for occupational programs.

Section 2. Procedures

2.1. Associate of Science or Associate of Arts Program Approval

- 2.1.1. The purpose and intent of the Associate of Arts (AA) and the Associate of Science (AS) degrees are to prepare the student to transfer to an upper division baccalaureate degree program. These degrees give emphasis to those majoring in the area with substantial undergraduate requirements in mathematics and natural sciences (AS) or in the arts, humanities, and social sciences (AA). While a student may enter directly into employment upon attainment of these degrees, the goal of programs associated with these degrees is successful transfer with junior status. At least 24 hours of the AS or AA degree shall be in general education.
- 2.1.2. The following procedures are required (See Series 11) for approval of any AS or AA program:
- 2.1.2.a. The department must confirm demand for the program by meeting with program advisory committees, studying labor market information, and consulting with business and industry leaders to verify the need for graduates.
- 2.1.2.b. Upon determination of the need for the program, an “Intent to Plan” must be completed in accordance with Series 11. The Intent to Plan must be approved by the College Curriculum Committee, the Chief Academic Officer, the President, the Board of Governors, and the West Virginia Council for Community and Technical College Education (Council).

- 2.1.2.c. Upon approval of the Intent to Plan, the academic department will develop the program proposal as outlined in Series 11. The program proposal is submitted to the College Curriculum Committee, Chief Academic Officer, President, the Board of Governors, and the Council.
- 2.1.2.d. Upon final approval by the Council, the program will be entered into the inventory for the College and will be eligible for implementation during the next academic semester.
- 2.1.2.e. The Council, through recommendations of the College's BOG, will review all AS and AA programs for viability every five years.

2.2. **Associate in Applied Science and Certificate in Applied Science Program Approval**

- 2.2.1. The purpose and intent of the Associate in Applied Science (AAS) and one-year Certificate in Applied Science (CAS) programs are to prepare the student to enter directly into employment in a specific career (AAS) or to offer a specific body of knowledge for personal/career/professional development (CAS). The goal of these degrees is to achieve employment credentials. A student may use the AAS degree to achieve successful transfer of all or some courses. At least 15 hours of the AAS degree and at least 6 hours of the CAS will be coursework in general education.
- 2.2.2. The following procedures are required for program approval of AAS and CAS programs:
 - 2.2.2.a. Demand for the program must be confirmed through conversations/requests from area businesses, industries, and/or program advisory committees.
 - 2.2.2.b. The academic department housing the new program will develop the program and curriculum for submission to the College Curriculum Committee. After approval by the Curriculum Committee, the program must also be approved by the Chief Academic Officer and the President.
 - 2.2.2.c. The Council office is informed in writing of the new program offering by the Chief Academic Officer and it is subsequently added to the institution's program inventory.
 - 2.2.2.d. At the next regularly scheduled meeting of the College Board of Governors, the curriculum is presented to membership for information.
 - 2.2.2.e. Three years after implementation of the new program, a post audit will be conducted by the Council staff to determine viability and continuation of the AAS or CAS programs instituted.

2.3. **Advanced Skill Set and Skill Set Certificate Approvals**

- 2.3.1. The purpose and intent of the Advanced Skill Set and the Skill Set are to prepare students in specific skills and competencies. The Advanced Skill Set will include a minimum of 12 but less than 30 credit hours of courses, or non-credit equivalents. The Skill Set will include fewer than 12 credit hours of courses, or non-credit equivalents.
- 2.3.2. The following procedures are required for approval of Advanced Skill Set and Skill Set certificates:
 - 2.3.2.a. Demand for the skill set must be confirmed through conversations/requests from area businesses, industries, and/or program advisory committees.
 - 2.3.2.b. The academic department housing the new skill set will develop the curriculum for submission to the College Curriculum Committee. After approval by the College Curriculum Committee, the skill set certificate must be approved by the Chief Academic Officer and the President.
 - 2.3.2.c. At the next regularly scheduled meeting of the College Board of Governors, the certificate will be presented to membership for information.

2.4. **Program Termination**

- 2.4.1. The College, with the approval of the Board of Governors, may discontinue a degree or certificate program. A program may be recommended for Suspension or Termination. A suspension may be considered and the degree remain in the college inventory on an inactive basis. This may occur when the prediction that a need for the program will recur within 5 years. A suspended program can be reactivated with revisions if necessary to the curriculum and approval by the College Curriculum Committee, Chief Academic Officer, and the President. A termination of program results in the removal of the program from the college inventory. The recommendation of suspension or termination may be made by the College Curriculum Committee, the Chief Academic Officer, or the President.
- 2.4.2. In seeking the Board of Governors' approval for suspension/termination, the President will explain the reason for the proposed action (e.g. lack of enrollment, high cost) and indicate the institution's plan for assigning the positions and workload of faculty who are involved in the program. The President will also address the impact on students currently enrolled in the program and present the proposed teach-out plan.
- 2.4.3. The Council, through the program review process, also has the authority to terminate an academic degree program. Reviews of an existing academic program

may be conducted on issues related to viability, adequacy, necessity, and consistency that result in a decision to discontinue the program.