

Baccalaureate Proposal Process Timeline (2010)

NEW: State required Letter of Intent includes:

1. A brief description of the program
2. The workforce demand and unmet need for graduates of the program
3. The geographic region to be served
4. An estimated timeframe for implementation

AND

- Strong and documented case for industry/workforce need and demand
- Evidence of prospective student interest
- Evidence (documentation) of discussion around need and impact with MDC service area SUS, ICUF, CIE (proprietary) institutions.
- Narrative Evaluation of Program

Proposal submission July 1, 2010 and each subsequent July 1 (implementation summer 2011):

Beginning July 1, 2010, and each subsequent July 1, the Division of Florida College (DFC) may accept and review applications from a Florida college to obtain an exemption from the State Board of Education's approval process. If the SBE approves the application, the Florida college is exempt from subsequent program approval and such authority is delegated to the Florida College's Board of Trustees.

1. Prior to developing or proposing a new baccalaureate, all Florida colleges, regardless of an exemption must:
 - a. ***Engage in need, demand, and impact discussions with the area's service providers.***
 - b. ***Submit documentation, data, and other information from the inter-institutional discussion regarding program need, demand, and impact*** to:
 - i. College's Board of Trustees
 - ii. Division of Florida Colleges
 - iii. Chancellor of the State University System
2. College Board of Trustees' approval of the new program must be based on items listed in 1(b) above.
3. The College Board of Trustees (if the College is "exempt"), must submit the newly approved program(s) to the DFC and SACS within 30 days after approval.
4. Within 30 days after receiving the approved baccalaureate degree program, the DFC must conduct a compliance review and notify the College if the proposal meets the criteria for implementation.

MDC 2010 BACCALAUREATE PROPOSAL TIMELINE

DUE DATE	ACTION
<ul style="list-style-type: none"> • Letter of Intent (LOI) <ul style="list-style-type: none"> ○ Engage in Need/ Demand/ Impact discussions with area's service providers and include documentation in LOI. ○ Prepare Executive Summary and include in LOI. ○ Include all supporting documentation (cover sheet, Executive Summary, and Appendices) and submit by due dates: • October 22, 2009: Due to Office of Academic Programs (OAP) • November 5, 2009: Due to ALC • November 16, 2009: Due to Campus CASSC • December 8, 2009: Due to College CASSC • January 12, 2010: Due to Executive Committee • January 19, 2010: Due to Board of Trustees 	<ul style="list-style-type: none"> • Campus Presidents, Academic Deans, and Key Campus Personnel meet with Associate Provost, Academic Affairs; Director, Academic Programs; Associate Provost, Institutional Effectiveness to discuss timeline and process. • President/Academic Dean establish Campus Design Team/process. • Team researches, plans proposal, prepares LOI and supporting documentation. • MDC engages in need, demand, and impact discussions with area's service providers and includes information in Letter of Intent (and Proposal). • Academic Dean reviews Letter of Intent; Campus President approves. • Campus Team prepares LOI and supporting documentation and submits CASSC forms, curriculum guides, and budget information.
PROPOSAL:	
January 21, 2010: Due to OAP	Proposal due from Academic Dean to Director, Academic Programs (OAP).
April 1, 2010: Due to ALC	ALC meeting: Review/approval of proposal. Academic Dean places proposal on agenda.
April 19, 2010: Due to Campus CASSC	Campus CASSC meeting: Review/approval of proposal.
May 11, 2010: Due to College CASSC	College CASSC meeting: Review/approval of proposal.
June 8, 2010: Due to Executive Committee	Executive Committee meeting: Review/approval of proposal.
June 15, 2010: Due to Board of	Board of Trustees meeting:

<p>Trustees</p>	<p>Review/approval of proposal. Approval by Board must be based upon the documentation, data, and other information required.</p> <p>Provost Montoya places proposal as an Agenda Item for Board of Trustees (NOTE: Agenda item deadline for Board is approximately one month prior to meeting).</p>
<p>The College Board of Trustees (if the College is “exempt”), must submit the newly approved program(s) to the DFC and SACS within 30 days after approval.</p> <p>June 22, 2010: MDC-approved proposal and requests for DFC exemption and SACS notification due to Dr. Padrón for signature.</p>	<p>The Campus President prepares the “request for DFC exemption” and the SACS notification and submits documentation to Dr. Padrón for signature (submit to Chief of Staff).</p>
<p>July 1, 2010-July 15, 2010</p> <ul style="list-style-type: none"> • MDC-approved proposal (program request) and Request for Exemption due to DFC • MDC-approved proposal (program request) due to SACS <p>(Note: Deadline to submit newly approved programs to DFC and SACS is within 30 days after approval. July 15, 2010 would be <i>final</i> deadline date for MDC, based on Board meeting date of June 15, 2010).</p>	<p>Division of Florida Colleges: deadline for Request for Exemption. Beginning July 1, 2010, DFC may accept and review applications for an “exemption” from subsequent DFC program approval. The request must include documentation, data, and other information from the inter-institutional discussions regarding program need, demand, and impact. Must be sent to:</p> <ul style="list-style-type: none"> • MDC Board of Trustees • Division of Florida Colleges • Chancellor of the State University System
<p>July 2-August 25, 2010 DFC conducts compliance review</p>	<p>Within 30 days after receiving the MDC-approved baccalaureate degree program request, the DFC shall conduct a compliance review and notify the college if the proposal meets the criteria for implementation based on the documentation, data, and other information submitted.</p>
<p>August 25 - November 2010 SACS Prospectus</p>	<p>Campus Dean, Campus Team, and Associate Provost for Academic Affairs prepare SACS prospectus, as appropriate.</p>

August 25,2010 – April 2011	Implementation of program, including budget, faculty/staff hires, course development, on-line course training/development, student services issues (admission criteria/recruitment/placement testing/marketing/open houses, etc.), library acquisitions, renovations, etc.
Spring (January) 2011 (2010-2)	MDC students prepare for entry into desired baccalaureate program.
Summer (May) 2011 (2010-3)	First class of newly approved baccalaureate program enrolled.