Collaboratively Launching

New Instructional Initiatives

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UNIVERSITY OF
NOTRE DAME

Emerging Trends in Higher Ed

# Agenda

New Academic Programs Committee

- In The Beginning
- The Evolution
  - Committee Topics
  - Common Challenges
  - Advancements
- Current State
- Putting it into Practice

IN THE BEGINNING…

An Early Challenge

- ESTEEM was launched (AY 2008-2009)
  - 1st <u>Multidisciplinary</u> graduate program
  - 1st Cohort – Spring/Summer/Fall

- How did this new program surface?

- Lessons Learned – Recognition of an Existing Gap

- Creation of a New Academic Programs Committee

Purpose of the Committee
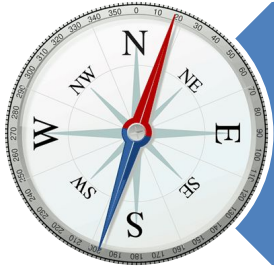
Administrative Guidance

Reduce Launch Time

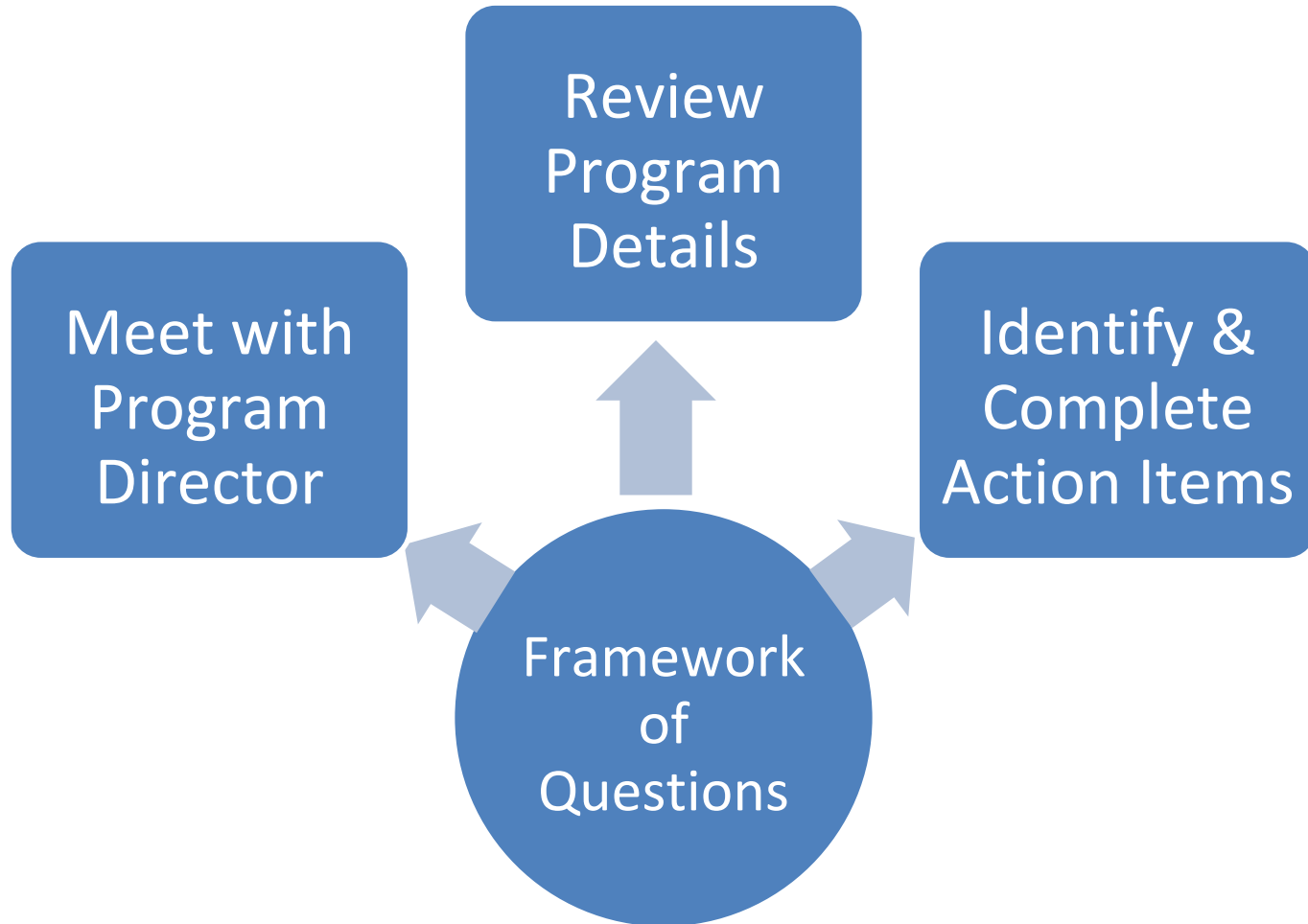One-Stop Shop

Committee Details

Initial Representatives:

- Financial Aid
- Student Accounts
- Controller's Office
- Budget Office
- Registrar
- Provost Office

Met on an as-needed basis

Focus: launching new graduate programs

Committee Process

Review Program Details

Meet with Program Director

Identify & Complete Action Items

Framework of Questions

THE EVOLUTION

Examples – Committee Topics

- ACMS
- Global Health
- Patent Law
- Masters Program for Spouses
- Master of Science in Management
- Master of Science in Finance
- Master of Science in Business Analytics
- Data Science Online
- Course Fees
- Field Trips / Excursions
- Masters in Historic Preservation
- Master of Global Affairs
- Silicon Valley Semester Program
- GREEN Program
- Kylemore Abbey
- Study Abroad Programs

- MBA/Law School Dual Degree
- MSA Summer London Program
- Inside Ireland Track
- Immersions
- G-SMART Program
- Pilgrimages
- "Badges"
- Definition of Certificates
- MSM Program Expansion
- Global Business Scholars Program
- Rome International Scholars Program
- Certificate Disclaimers
- A&L / Science Dual Degree
- MA in Theology Online Expansion
- Inspired Leadership Initiative
- Students/Learners/Affiliates

Emerging Themes

Discovering Initiatives Late in the Process

Incomplete Financial Models
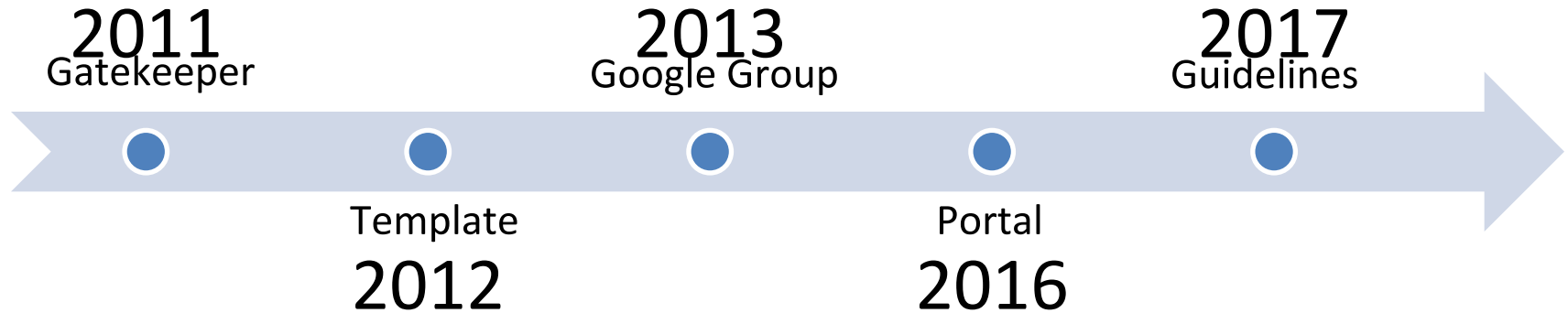
Non/Credit Bearing Courses

Options or Course Requirement

Billing and Collections

State Authorization Requirements

Accreditation Considerations

Advancements

2011
Gatekeeper

2013
Google Group

2017
Guidelines

Template
2012

Portal
2016

1. Creation of "Gatekeeper"
2. Comprehensive Administrative Template
3. Broader Communications via Google Groups
4. New Instructional Initiatives (NII) Portal
5. Fee and Billing Guidelines for Undergraduate Students

Administrative Template

Focused on Key Program Information Needed From

- Financial Aid & Student Accounts
- Registrar
- Provost & Budget

Distribution & Communication

- Integrated into Graduate School New Program Proposal Form
- Shared at Dean's Council Meeting
- Presented at Business Manager's Meeting
- Posted on Budget Office Website

NII Portal

Objective: To capture basic information early in the process without discouraging faculty initiatives

- What is it not for?
- What is it for?

Distribution & Communication

- Shared at Dean's Council Meeting
- Presented at Business Manager's Meeting
- Posted on Provost Website

Fee & Billing Guidelines

Fee & Billing Guidelines for Undergraduate Students

The undergraduate tuition rate approved by the Board of Trustees is expected to provide all instructional courses required as part of student's degree program (both required and elective courses)

Objective:
- Students be charged no incremental fees above the standard tuition charge
- No student be excluded from a credit-bearing course due to financial need

Outcome:
- Standard process for Fee Approval, Billing and Financial Aid for any additional fees proposed for credit-bearing and non credit-bearing courses.
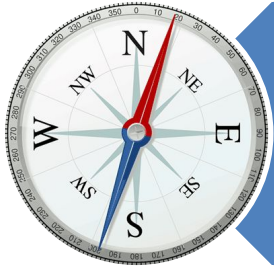- Improved cash controls

Fee & Billing Guidelines

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CURRENT STATE

Purpose of the Committee
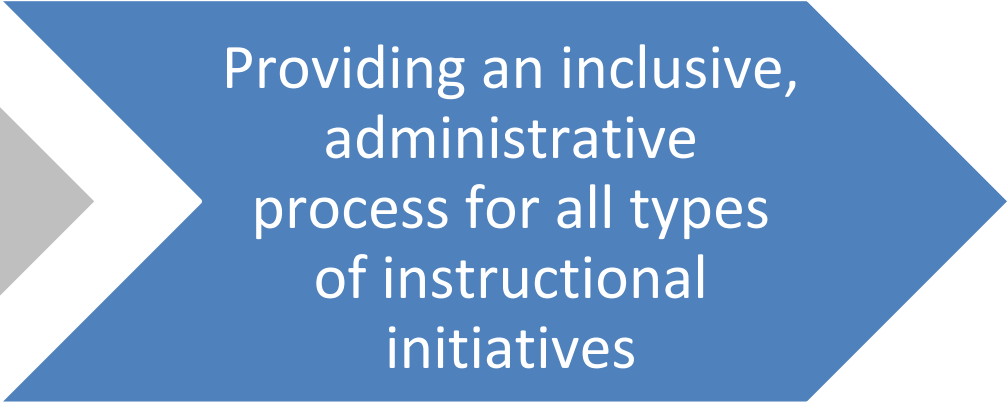
Administrative Guidance

Reduce Launch Time

One-Stop Shop

Current State

Launching new graduate programs

Providing an inclusive, administrative process for all types of instructional initiatives

- Flexible to address other campus needs
- Does not "approve" initiatives
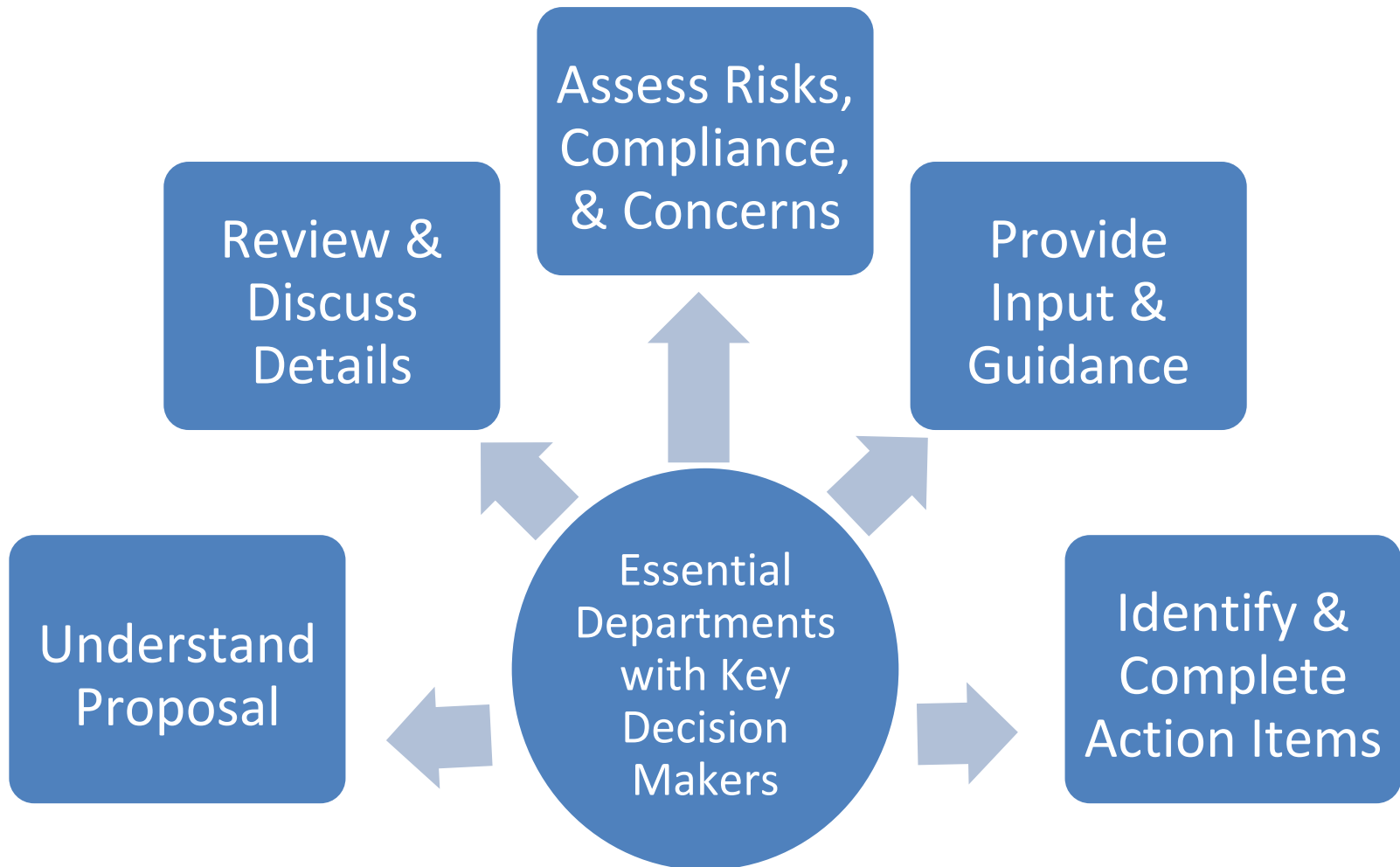- Facilitates seamless process to launch initiatives
- Provides guidelines

Current Representatives

Initial Departments	Current Departments
Financial Aid	Financial Aid
Student Accounts	Student Accounts
Controller's Office	Controller's Office, as needed
Budget Office	Budget Office
Registrar	Registrar > "Gatekeeper"
Provost Office	Provost Office
	General Counsel
	Accreditation
	Graduate School
	Faculty Affairs
	ND Security & Police, as needed

Role of the Committee

Assess Risks, Compliance, & Concerns

Review & Discuss Details

Provide Input & Guidance

Essential Departments with Key Decision Makers

Understand Proposal

Identify & Complete Action Items

PUTTING IT INTO PRACTICE

Questions to Consider

How

- How do new programs get approved at your institution?
- How do you hear about new programs?

Who

- Who would need to be involved to successfully launch a new program?
- Who would need to support this process?

What

- What would the process look like?
- What would need to happen to create an effective and efficient process at your institution?

New Academic Program Committee

Contact Information

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