

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Academic Policies and Procedures

POLICY/PROCEDURE: Maintenance of Program Inventory

DATE: October 26, 1993

NUMBER: 4.03

REVISION(S):

Purpose

As a natural outgrowth of the College Mission Statement, it is in the best interest of the student, the community, and the College to provide curricula and programs relevant to the times. Success, therefore, is defined as enabling individuals to develop to their fullest potential and to support the economic development of Arkansas.

Policy

Ouachita Technical College shall abide by all rules and regulations as set forth by the State of Arkansas and the State Board of Higher Education as they relate to program review and development.

Arkansas Code Annotated (ACA) of 1987 6-61-208 charges the State Board of Higher Education (SBHE) with the responsibility to "request, receive, evaluate, and approve proposals for all new units of instruction, research, and public service, consistent with established role and scope designations..."

Under section (2)(B) of ACA 6-61-208, the SBHE is not required to consider every program modification or initiation, but must establish a system whereby program modifications of all types may be monitored and under which the term new unit of instruction, research, or public service is explicated. These criteria are under constant scrutiny and review. Criteria in vogue at the time of program submission will be utilized.

State law requires that the SBHE consider no new program proposal that has not been formally approved by the President and Board of Trustees. Compliance is ensured by a comprehensive review by the Curriculum Committee, the President, and the Academic Affairs Committee of the Board prior to submission to the full Board.

Except in rare cases of emergency, the SBHE will consider new program proposals at meetings held during the months of April and October. In order to allow sufficient time for the SBHE and the Department of Higher Education (ADHE) staff to evaluate thoroughly new program proposals, the College should notify ADHE not later than four

(4) months prior to consideration by the SBHE of any plans to initiate new programs. Formal proposals must be submitted to the ADHE staff no less than ninety (90) days prior to the SBHE meeting at which they will be considered. (Reference **COPP 1.60**)

AUTHENTICATION (Signature):

COPP

President

10/26/93
(Date)

4.03