

CHAPTER 6

APPROVAL FUNCTIONS

“Emergency rules are in effect no longer than 120 days after filing with the Registrar of Rules.”

Section 1. Authority. These rules are promulgated pursuant to Wyoming Statute 21-18-202(d) and 21-18-407(b)(ii).

Section 2. Approving New Certificate and Associates Degree Programs.

(a) The Commission reviews and approves or disapproves programs based on the *WY Community College Commission Statewide Strategic Plan*.

(b) Community colleges shall submit all proposed new long-term programs to the Commission for approval.

(c) Community colleges requesting approval for new programs shall submit an application addressing:

(i) The alignment of the program with the *WY Community College Commission Statewide Strategic Plan* objectives at the time of implementation and in future years;

(ii) Projected labor market demand for graduates in the state and region which includes a five (5) year period from the proposed implementation date;

(iii) Wage projections for program graduates who enter an occupation directly related to their earned academic certificate AAS degree;

(iv) Documented citizen, business and industry input in program design and assessment (AAS or credit certificate);

(v) A list of similar programs at other Wyoming community colleges;

(vi) New course descriptions, which include course content and instructional modes utilized, program student learning outcomes, suggested Classification of Instructional Programs (CIP) code, and where applicable, any program accreditation process;

(vii) The offering mode(s) for the requested program (face-to-face, online, hybrid or other);

(viii) The credit hours required for a program’s degree or certificate attainment;

(ix) Level of instruction code for courses that are new to the Wyoming community colleges;

(x) Additional resources that will be required to start the requested program and how the community college plans to provide those resources; and

(d) The Program Review Committee shall render final approval or denial of a new stackable certificate program request composed of courses in an AAS degree previously offered by the requesting college.

(i) Within 10 business days of receipt of a stackable certificate program application, the Commission and applicable community college shall be informed in writing of the final decision.

(e) The Program Review Committee shall render final approval or denial of a new stackable certificate program request which is comprised solely of a sub-set of courses from a Commission approved AAS degree program that is currently offered by the college making the request.

(f) The Commission shall have final authority to approve, conditionally approve or deny requests for new associate degree programs and certificate programs that are not comprised solely of a sub-set of courses required in a previously Commission approved AAS degree.

(g) The Commission shall have final authority for any stackable workforce preparation certificate program denied by the Program Review Committee through the appeal process initiated by the affected college.

(h) The implementation of a program may begin immediately after the approval. Should conditional approval be granted, implementation shall not start until all identified conditions have been acceptably met and approved by the Program Review Committee.

(i) A community college district may request to change a program at any time. Program modifications that include program completion outcomes change, program intent change, or target audience change require approval by the Academic Affairs Council, Program Review Committee, and the Executive Council.

(k) A community college district that discontinues a program will notify the Commission within 30 calendar days of notifying the accrediting body of the cessation of that program, identifying the program and the date of discontinuation.

Section 3. Authorizing Colleges to Deliver Bachelors of Applied Science (BAS) Degrees.

(a) Colleges shall submit to the Commission a request to authorize the institution to seek a substantive change to deliver no more than two (2) BAS degrees to the accrediting body.

(i) The package must contain:

(1) Board of Trustees Resolution in support of a BAS program.

(2) Memo outlining how the proposed BAS program fits the college mission, vision and goals.

(3) Letter(s) of Endorsement, or other formal documentation in support of the proposed program(s) from local employers or other parties that will benefit from the new degree.

(4) Anticipated program names.

(b) Upon acknowledgement of the substantive change process to offer BAS degrees by the accrediting body, colleges shall submit BAS program approvals in accordance with Section 3 of this chapter prior to submitting the formal application to the accrediting body.

Section 4. Approving New Bachelors of Applied Science (BAS) Degree Programs.

(a) Community Colleges requesting approval of a new BAS program shall submit an application confirming not only the same provisions of Section 2 (a), (b), (c) above, but also the identification or completion of;

(i) Date of Board of Trustees Resolution to offer baccalaureate degrees.

(ii) Date of Commission authorization to proceed with the substantive change process.

(iii) Anticipated date of accrediting body acknowledgement of change request.

(iv) Anticipated date of accrediting body Change Visit.

(v) A 5-year business plan assessing the fiscal sustainability of the new program.

(vi) An assessment plan showing student learning outcomes for BAS programs is distinct from those at the associate's degree level.

(vii) A definition of what constitutes and differentiates lower division from upper division coursework.

(viii) Clear definition of faculty qualifications required for upper-level courses.

(ix) Adequate evidence to demonstrate faculty have played a significant role in development and approval of the program.

(x) Demonstration of the pathways for students to enter the program at various points.

(xi) Demonstrated ability and capacity to provide adequate and appropriate support services to students enrolled in BAS programs.

(xii) Demonstrated ability and capacity to provide adequate and appropriate academic services to students enrolled in BAS programs.

Section 5. Approving Wyoming Works Credit and Non-Credit Programs.

(a) Community colleges shall submit approved credit programs and non-credit programs or courses to the commission for consideration for Wyoming Works approval.

(b) Credit programs are programs that lead to an industry-recognized certificate, license or permit, or certificates and degrees awarded by colleges that meet identified qualifications for working in an occupation identified as an economic or workforce need in Wyoming.

(c) Non-credit programs or courses are educational activities that lead to an government- or industry-recognized certificate, license or permit that meet identified qualifications for working in an occupation identified as an economic or workforce need in Wyoming.

(d) Community colleges submitting a program for Wyoming Works student funding shall submit a program approval coversheet addressing:

(i) the alignment of the credit program or non-credit program or courses with an economic and labor need in the community or region to be served as identified by a Next Generation Sector Partnership, ENDOW, or other data that supports a workforce need;

(ii) the proposed student award level;

(iii) projected enrollment numbers in the program or course for the next five (5) years; and projected time to completion of the program or course.

Section 6. Approving Enlargement and Formation of Community College Districts.

(a) The Commission shall utilize the appropriate council or committee as defined in the *WCCC Policy on Consultation* to develop, administer and report the survey requirements outlined in W.S. 21-18-312(d).

Section 7. Approving Capital Construction Projects.

(a) Community colleges shall submit new capital construction project proposals, pursuant to W.S. 21-18-202(d)(v)(A),(B) and (C) and W.S. 21-18-225, to the Commission in accordance with Chapter 5, Section 11 of *Commission Rules*.

(b) A Level I study shall be completed prior to submission of any capital construction project for authorization or approval.

(c) Each community college shall maintain a 5-year master plan for its campus and other facilities, and it shall be submitted to the Commission whenever an existing plan is updated or amended or when the plan is completely re-written.

(d) Submission of a capital construction project proposal shall be in a format approved by the Commission and shall include:

(i) Specific identification of the proposed project and its priority within the community college's master plan along with assurance that the proposed project supports the *WY Community College Commission Statewide Strategic Plan*.

(ii) Estimated gross square footage by space use code as recognized by the Postsecondary Education Facilities Inventory and Classification Manual.

(iii) Estimated construction, design and contingency costs, as well as any costs not directly related to construction (demolition, land acquisition, special assessment, required landscaping and furnishings not considered fixtures, furniture and equipment).

(iv) Specific identification and rating of projects that address life safety issues.

(v) Provision of a facilities condition index as described in the *Facilities Handbook* and the Users' Manual for the capital construction database model.

(e) Community colleges shall provide assurance that the cost of meeting standards for all environmental, health or safety code liabilities associated with the acquisition of previously owned buildings or renovation of acquired facilities would be the responsibility of the community college involved.

(f) The Contingency Reserve Account shall be used to supplement community college budgets for emergency repairs and preventative maintenance as provided in the funding allocation model (Chapter 5, *Commission Rules*). Contingency Reserve Account funds shall be allocated as approved by the Commission, and as they become available.