SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL

SERIES: 300. Academic Affairs

SECTION: 303. Program Approval and Review Processes

POLICY: 303.1. Program Approval and Review Criteria

EFFECTIVE: July 1, 2021

A. PURPOSE

1. The purpose of this policy is to define program approval and review criteria and standards.

B. DEFINITIONS

1. Criterion: A principle by which the credential should be evaluated.
2. Criterion Statement: A summary of the criterion.
3. Standard: A level of attainment used as a measure, norm, or model in evaluations.

C. POLICY

1. The Board of Technical Education shall consider the criteria and standards included in Exhibit A of this policy when approving and reviewing academic programs.

D. PROCEDURES

1. The executive director shall promulgate procedures needed to implement this policy.

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EXHIBIT A

1. Criterion 1: Mission.

   The program aligns with the system's mission and strategic priorities.

   1.1. The program aligns with the system's mission of preparing a technically skilled workforce ready to serve the state of South Dakota and its regions.

   1.2. The program aligns with the system's strategic priorities.

2. Criterion 2: Demand.

   The program leads to meaningful employment, adequate student enrollment, and/or fulfills a demand not being met by existing education and training providers.

   2.1. The program leads to high-wage occupations[1] that have an average/mean wage greater than the median wage across all occupations.

   2.2. The program leads to high-demand occupations that have projected annual openings (a measure of demand for workers) greater than the average across all occupations or is shown as an economic and/or labor market emerging field for the state of South Dakota.

   2.3. The program's student enrollment is adequate to justify program existence.

   2.4. The program fulfills a demand not being met by existing education and training providers in the region and/or state.

3. Criterion 3: Design.

   The program's learning assessment strategy, program of study, and delivery methods are designed to provide students with the necessary competencies, as demonstrated through program learning outcomes.

   3.1. The program is aligned to competencies, as demonstrated through program learning outcomes, that are developed with and continually validated by relevant stakeholders.

   3.2. The program has a learning assessment strategy to validate student mastery of the program learning outcomes.

[1] Standards 2.1. and 2.2. align with SDDLR's methodology to determine high-demand and high-wage. Retrieved September 2, 2020.

3.3. The program has an integrated program of study[2] designed to develop and reinforce the program learning outcomes.

3.4. The program, when appropriate, includes a work-based learning component that develops and reinforces the program learning outcomes.

3.5. The program, when appropriate, offers flexible delivery methods to increase student access.

4. Criterion 4: Alignment.

   The program is vertically aligned to an education and training pathway.

   4.1. The program is vertically aligned to an education and training pathway, reflecting efficient articulation of:

      4.1.1. Non-degree credential/industry certification

      4.1.2. Certificate to diploma

      4.1.3. Diploma to associate of applied science

      4.1.4. Associate of applied science to baccalaureate

5. Criterion 5: Capacity.

   The institution demonstrates the internal and external resources necessary to develop, implement, and sustain the program.

   5.1. The institution demonstrates the financial resources necessary to develop, implement, and sustain the program.

   5.2. The institution demonstrates appropriately certified and qualified faculty with expertise in content, pedagogy, and related industry to develop and validate the program learning outcomes.

   5.3. The institution's physical facilities (e.g., classrooms, laboratories) reflect current industry and/or occupational standards necessary to develop and validate the program learning outcomes.

[2] Program of study is defined as the outline of courses within a program.

5.4. The institution's equipment and technology resources reflect current industry and/or occupational standards necessary to develop and validate the program learning outcomes.

5.5. The institution demonstrates the ability of the program to meet institutional and programmatic accreditation standards, as applicable.

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ARSD REFERENCE: 24:59:01

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