SOUTH DAKOTA BOARD OF TECHNICAL EDUCATION
POLICY MANUAL

SERIES: 300. Academic Affairs

SECTION: 303. Program Approval and Review Processes

POLICY: 303.2. Substantive Program Application

EFFECTIVE: July 1, 2021

A. PURPOSE

1. The purpose of this policy is to define the review and approval requirements of a substantive program application.

B. DEFINITIONS

1. The following changes are considered substantive and require a substantive program application:

    1.1. New certificate, diploma, or associate of applied science:

        1.1.1. A certificate, diploma, or associate of applied science is considered new when a program award is created and does not meet the conditions established in BP 303.3[1].

    1.2. Significant curriculum modification to an existing certificate, diploma, or associate of applied science:

        1.2.1. A curriculum modification is considered significant if 50 percent or more of an existing program's credits are changed within one (1) academic year.

C. POLICY

1. The Board of Technical Education (hereinafter "Board") shall consider the Program Approval and Review Criteria (BP 303.1) when evaluating a substantive program application.

2. The Board shall consider a substantive program application at each regularly scheduled meeting and at special meetings based on the recommendation of the executive director and approval of the Board President.

3. The Board may take one of the following actions on a substantive program application:

    3.1. Approval.

    3.2. Disapproval.

    3.3. Deferral to a later date.

[1] Campuses should first consult BP 303.3 to determine if a change is substantive or non-substantive. If the change does not meet the established conditions in BP 303.3, it is generally substantive.

4. The Board shall utilize the following process when considering the approval of a substantive program application.

    4.1. A technical college must submit a substantive program application at least 50 business days in advance of the next regularly scheduled meeting of the Board. Submissions after this 50-day mark will be added to the following regularly scheduled meeting agenda unless otherwise approved by the executive director.

    4.2. The executive director will confirm the application is complete.

        4.2.1. The executive director will confirm the application is complete or will request additional information within ten (10) business days of the application submission deadline date.

        4.2.2. Should a technical college be asked to provide additional information, the institution will have up to ten (10) business days to revise and resubmit its application to the executive director.

    4.3. The executive director shall convene a meeting of the technical college presidents or a president's designee to review the program application. The meeting is informational only.

    4.4. The executive director shall provide the director of the South Dakota Department of Education Division of Career and Technical Education and a representative from the South Dakota Governor's Office of Economic Development the proposed program application for review.

    4.5. The executive director shall convene a meeting of the Committee on Academic Affairs and Institutional Effectiveness (hereinafter "Committee") to review the program application along with the technical college. The Committee will consider the merits of the application and make an action recommendation to the Board. Unresolved concerns of program duplication, as referenced in Section C.5 of this policy, will also be considered at this meeting.

    4.6. The Board will consider the program application and the Committee's recommendation and take one of three actions referenced in Section C.3 of this policy.

5. The Board approval process will also consider whether a program application that reflects an existing program in the system is warranted.

    5.1. Program duplication may be warranted based on the following conditions:

5.1.1. The proposed program meets an unmet local, regional, and/or state demand.

5.1.2. The proposed program is supported through local, regional, and/or state industry partnerships.

5.1.3. The proposed program increases access for location-bound students.

5.2. The Board shall utilize the following process if there are concerns of unwarranted program duplication that cannot be resolved first by technical colleges

5.2.1. A technical college must submit a written memo to the executive director outlining the concern and rationale of unwarranted program duplication.

5.2.2. The executive director will provide the submitted memo to the technical college proposing the new program. Once received, the technical college may prepare a written response to the memo and submit the response to the executive director.

5.2.3. The Committee shall review the presented rationales, and any testimony from a technical college president or a president's designee, at the meeting referenced in Section C.4.5 of this policy. The Committee will submit a recommendation to the Board at its next regularly scheduled Board meeting. The Board will determine whether program duplication is warranted.

6. Approval to implement a new program is valid for three (3) years upon the date of approval by the Board. If a technical college does not implement an approved program within three (3) years of the date of approval, approval is terminated.

7. A technical college may not accept new students in the program until the application is approved.

8. To receive state funding, a program must be listed in the South Dakota School District Accounting Manual for the given fiscal year it is offered.

D. PROCEDURES

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

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SDCL REFERENCE: 13-39A-14; 13-39A-16; 13-39A-17; 13-39A-18; 13-39A-21

ARSD REFERENCE: 24:59:01

HISTORY: Adopted May 20, 2021.