



PROGRAM & COURSE APPROVAL

An Overview of ICCBs Processes

OVERVIEW

Approval Processes

- Resources
- What requires approval...?
- What happens to your application during our review...?
- How long will it take to get through the approval process...?
- Who approves what...?
- Who do I contact for help...?

APPROVAL PROCESSES

Resources

Program Approval Manual → ICCB Website

<https://www.iccb.org/data/studies-reports/manuals/>

https://www.iccb.org/academic_affairs/

Updated September 2019

APPROVAL PROCESSES

Major Updates to the Manual Including...

- Revising process language/description to reflect current processes, including basic instructions on CurricUNET submission
- Addition of sections for each application that includes Submission requirements, Approval Timeline & Notification
- Updated ICCB-Modified CIP List for curricula
- Addition of new content, i.e. Form 21GECC, Adult Ed Course Approval requirements
- Changes reflective of updates in other reporting & tracking systems, i.e. Form 21S (<9ch CTE Certificates)
- Changes reflective of updates in other areas, i.e. Form 20 requirements for +60ch, and use of Perkins funds

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Curricula that require ICCB Approval...

ALL credit-bearing programs

- **All Baccalaureate/Transfer programs**

- A.A., A.S., A.F.A., A.E.S., A.G.S. degrees
- GECC Credentials

- **All Career & Tech Ed (CTE) programs**

- Associate in Applied Science (AAS) degrees (60+ch)
- CTE Certificates (30+ credit hours)
- Basic CTE Certificates (.5-29 credit hours)

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What happens during our review...

- ICCB staff review each application
- Review is ongoing → Submit anytime; Staff have 30 days from date of receipt to respond if questions
- ICCB Staff contact the college with questions
- Review the college's response
 - (may take more than one round to clarify)*
- Share each application with a Review Team
- Make recommendations to the ICCB and, where necessary, IBHE for approval of each program

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Approval Timeline...

- **Type of Program: Degree vs. Certificate**
 - Certificates less than 30ch are approved by staff/ED on behalf of the Board
 - Certificates more than 30ch require action by ICCB
 - Degrees require action by ICCB and IBHE
- **Level of approval being requested (Perm vs. Temp)**
 - Temporary requests → ICCB only (initially)
 - Permanent requests → ICCB & IBHE (where applicable)
- **Application: New program vs Reasonable/Moderate Extension**
 - New program requires the Form 20 application
 - R&MEs require the Form 21 application
- **Quality of the Application**

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Approval Timeline...

- **What makes a Quality Application**
 - THE #1 thing to remember is answer all the questions
 - “NA” = Not Acceptable
 - Use lay-person’s terms / Don’t assume we know what you mean
 - If you aren’t sure what the question is asking, ask ICCB staff
 - Signed/Dated and Attachments included

- **Top Trouble Areas**
 - New Program Applications
 - R&ME Applications

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Approval Timeline...

- **“TQs” (technical questions)**
 - ICCB staff may ask several rounds leading right up to our agenda item deadline.
 - The longer it takes CC staff to respond to those TQs, the longer the approval process takes.
- **Date of next ICCB/IBHE meeting**
 - Board Agenda deadlines
 - ICCB often 4-6 weeks ahead; IBHE often 6-8 weeks ahead
- **The only “Guarantee” = Quality application as early as possible**
 - The ICCB cannot guarantee board approval for programs by the fall semester for applications submitted after March 31st of each year. The ICCB cannot guarantee board approval for programs by the spring semester for applications submitted after October 31st of each year. *This is not a guarantee a program will make those meetings if submitted by these times.*

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Who Approves What...

ICCB Approves

- All Baccalaureate/Transfer degrees
- All CTE (AAS) degrees
- All CTE Certificates (30+ch)
- All R&M extension requests
- All Permanent requests
- All Temporary requests

IBHE Approves

- All Baccalaureate/Transfer degrees
- All CTE (AAS) degrees
- All Permanent requests

NOTE: ALL programs requiring Board action must be approved by ICCB first, then by IBHE.

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Date / Time of Next Board Meeting...

ICCB Meetings

2019

- September 20
- December 6

2020

- January 17
- March 20
- June 5

IBHE Meetings

2019

- September 10
- December 10

2020 – Meeting dates to be voted on in December

Check with ICCB Staff for corresponding Board Agenda deadlines.

ICCB often 4-6 weeks ahead; IBHE often 6-8 weeks ahead

Always send in your complete & quality applications as early as possible.

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What happens once a Program is Approved...

- **ICCB-only Approved programs**
 - Certificates / Programs w/Temporary approval/ R&MEs
 - Takes place after the ICCB meets
- **IBHE Approved programs**
 - All Associates degrees
 - Takes place after the IBHE meets
- **Approval Notification**
 - Letter from ICCB ED to CC President
 - Process Form 22(s) – ICCB Staff enter new Curriculum Prefix/# into Master File
 - Scanned copies of Application Cover Page/Form 22 to Contact & CAO

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Course Approval...

- **New Courses attached to a New Program**
 - Submit after approval notification from ICCB staff
 - Submit through CNET
- **New Courses attached to an Existing Program**
 - Submit w/in 30 of offering or anytime into the future
 - Submit through CNET
- **Course Modifications / Withdrawals / Reuses**
 - Submit w/in 30 of offering or anytime into the future
 - Submit through CNET

ICCB Staff has 30 days from receipt of request to review & respond

APPROVAL PROCESSES

Course Approval...

- **What requires course approval... ALL courses for which the CC seeks state funding (aka credit hour reimbursement / apportionment)**
 - Baccalaureate/Transfer Courses (PCS 1.1)
 - Career & Technical Courses (PCS 1.2)
 - Developmental Courses (PCS 1.4)
 - Vocational Skills Courses (PCS 1.6)
 - Adult Ed/ESL Courses (PCS 1.7, 1.8, 1.9)
- **Course Approval process**
 - Submit through CNET **Unless a Volume Submission**
 - Course reviewed by appropriate ICCB Staff
 - Course approved/denied in CNET
 - Course info will transfer b/t CNET & ICCB Master File overnight
- **Questions on Course submissions**
 - General/Basic issues will get a denial
 - Trickier issues may require some discussion
 - Course submissions may “error” out during the CNET transfer → Staff will contact you for more information as necessary to correct the error & process the request
 - Top Trouble Areas

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Curriculum Change Approval...

- **Modifications /Inactivation/Withdrawal of Existing Curriculum**
 - Submit through CNET ****Unless a Volume Submission****
 - Change reviewed by appropriate ICCB Staff
 - Change approved/denied in CNET
 - Curricular info will transfer b/t CNET & ICCB Master File overnight
- **Questions on Curriculum Change submissions**
 - General/Basic issues will get a denial
 - Trickier issues may require some discussion
 - Curricular submissions may “error” out during the CNET transfer → Staff will contact you for more information as necessary to correct the error & process the request

ICCB Staff has 30 days from receipt of request to review & respond

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Course/Curriculum Change Approval...

- **Volume Withdrawals / Changes to Existing Courses & Curriculum**
 - Changes of 10+
 - Submitted via MS Excel Spreadsheet
 - Follow Form 11B format for withdrawals
 - Follow Form 12A format for modifications
 - Changes reviewed by appropriate ICCB Staff
 - Changes forwarded to IT Staff
 - ICCB Staff will contact you when changes have been processed
 - Verify information was saved correctly by requesting an updated Master File from IT staff → dp@iccb.state.il.us
 - Change requests will not be reflected in CNET b/c they were not submitted that way

ICCB Staff has 30 days from receipt of request to review & respond

APPROVAL PROCESSES

Who do I contact for help...?

Academic Affairs / Program Approval Staff

Tricia Broughton

tricia.broughton@illinois.gov

217-785-0082

Marcus Brown

Marcus.brown@Illinois.gov

217-524-5503

~Thank you ~

Please contact us anytime with questions!

APPROVAL PROCESSES

Questions...?

**What additional information would you like to see covered
in a longer training or webinar...?**