



HLC Accreditation Evidence

Title: Barton Curriculum Approval Matrix

Office of Origin: Vice President of Instruction

Updated 10/5/16 JDW	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
Timeline Link	Development	Program Topics and Processes	LICC	President's Staff	BoT Study Session	Board of Trustees	KBOR	HLC	Dept of Education	Posting & Notification	
<p>NEW</p> <p>Degree, Certificate, SAPP</p>	<p>Originator should complete the Phase 0 document with their supervisor before submitting to VP</p> <p>Phase Zero Document</p> <p>Must have approval before proceeding</p>	<p>Originator or Dean presents Executive Summary. Approval not needed.</p> <p>Timeline for Full Approval</p> <p>Current HLC Approved Programs</p> <p>Current Department of Ed Approved Certificates</p>	<p>Originator or Dean presents Executive Summary for approval</p>	<p>Originator or Dean presents Executive Summary for approval</p>	<p>Originator or Dean presents Executive Summary</p>	<p>Completed CA-1, CA-1a & Curriculum Guide</p> <p>are due to the SAL before proceeding</p>	<p>SAL submits documentation to KBOR</p> <p>When approved, notify PTP, post to T:\CurriculumGuides\2 CG Submissions</p>	<p>Financial Aid Director submits documentaion to HLC</p> <p>Template for Submitting a New Certificate Program to HLC</p> <p>Financial Aid Director notifies PTP when approved.</p>	<p>Financial Aid Director submits documentaion to ED</p> <p>Template for Submitting a New Certificate Program to ED</p> <p>Gainful Employment Forms</p> <p>2016-2017 Academic Year Template</p> <p>Financial Aid Director notifies PTP when approved</p>	<p>SAL emails PTP distribution list</p> <p>Update Programs of Study webpage</p> <p>Publish Curriculum Guide to web</p> <p>Director of Fin Aid updates master list</p> <p>Registrar updates Degree Works</p>	
<p>REVISED</p> <p>Degree, Certificate, SAPP</p>	<p>No Action Required - Proceed to Step 1</p>	<p>Originator should discuss syllabus with their supervisor/department before submitting</p> <p>Then presents Executive Summary. Approval not needed.</p> <p>Timeline for Approval</p> <p>HLC Approved Programs</p> <p>Department of Ed Approved Programs</p>	<p>Originator or Dean presents Executive Summary for approval</p>	<p>Originator or Dean presents Executive Summary for approval</p>	<p>Originator or Dean presents Executive Summary</p>	<p>Completed CA-2, CA-2a & Curriculum Guide</p> <p>are due to the SAL before proceeding</p>	<p>SAL submits documentation to KBOR, then notifies PTP group</p> <p>When approved, notify PTP, post to T:\CurriculumGuides\2 CG Submissions</p>	<p>The Financial Aid Director submits documentaion to HLC, then notifies PTP group</p> <p>Financial Aid Director notifies PTPwhen approved.</p>	<p>The Financial Aid Director submits documentaion to ED, then notifies PTP group</p> <p>2016-2017 Academic Year Template</p> <p>Template for Submitting a Revision to a Certificate Program to ED</p> <p>Financial Aid Director PTP involved when approved.</p>	<p>SAL emails PTP group</p> <p>Update Programs of Study webpage</p> <p>Publish Curriculum Guide to web</p> <p>Director of Fin Aid updates master list</p> <p>Registrar updates Degree Works</p>	
<p>REVISIONS < 6 Hours</p> <p>Degree, Certificate, SAPP</p>	<p>No Action Required - Proceed to Step 1</p>	<p>Originator should discuss syllabus with their supervisor/department before submitting</p> <p>Then presents Executive Summary. Approval not needed.</p>	<p>Originator or Dean presents Executive Summary for approval</p>	<p>If changes are less than 6-9 credit hours and do not affect the total credit hours of the program: No Action Required - Proceed to Step 9</p>							<p>ISS updates Banner and posts syllabus to T:\Syllabus\Master</p> <p>SAL updates KHEDS</p>
<p>Inactivating / Phasing Out a Current Program</p>	<p>No Action Required - Proceed to Step 1</p>	<p>Originator or Dean presents Post Program Summary. Approval is needed.</p>	<p>Originator or Dean presents. Approval not needed.</p>	<p>Originator or Dean presents. Approval not needed.</p>	<p>No Action Required - Proceed to Step 6</p>		<p>SAL moves program to Phase Out in KHEDS</p>	<p>Financial Aid Director moves program to Phase Out where is applies</p>	<p>Remove Curriculum Guide/Page from web</p> <p>Director of Fin Aid updates master list</p> <p>Registrar updates Degree Works</p>		

Updated 3/1/16 JDW Timeline Link	Step 0 Development	Step 1 Program Topics and Processes	Step 2 LICC	Step 3 President's Staff	Step 4 BoT Study Session	Step 5 Board of Trustees	Step 6 KBOR	Step 7 HLC	Step 8 Dept of Education	Step 9 Posting & Notification
New Site Location	No Action Required Proceed to Step 1	Originator notifies Dean. If required, MOU w/location must be completed	No further action required - Proceed to Step 7					Request approval with Director of Financial Aid		After the location is approved, the Director of Financial Aid updates the master list.
		Submit request for new location						Timeline for Approval		List of locations
New Course Location	No Action Required Proceed to Step 1	Originator notifies Dean. If required, MOU w/location must be completed	No further action required - Proceed to Step 7					Request approval with Director of Financial Aid		After the location is approved, the Director of Financial Aid updates the master list.
		Submit request for new location						Timeline for Approval		List of locations
Location Revision	No Action Required Proceed to Step 1	Originator notifies Dean, who notifies all parties.	No further action required - Proceed to Step 7					Request approval with Director of Financial Aid		After the location is approved, the Director of Financial Aid updates the master list.
								Timeline for Approval		List of locations
Location Closure	No Action Required Proceed to Step 1	Originator notifies Dean, who notifies all parties.	No further action required - Proceed to Step 7					Request approval with Director of Financial Aid		After the location is approved, the Director of Financial Aid updates the master list.
										List of locations

History:

Until very recently, HLC (Higher Learning Commission) and USDE (U.S Department of Education) had different requirements for reporting location information. During the past few years, the two entities have worked together towards an agreement of consistent reporting of locations to both. The new policy regarding reporting locations and guidance on such to institutions was published December, 2008.

HLC Definitions:

Campus (or Branch Campus) – 1) offers courses towards degrees, certificates, or other recognized educational credential; 2) is permanent in nature; 3) has its own faculty, administrative, and supervisory organization; 4) has academic resources and support services for students that include library, laboratories, business operations, admissions, advising, and registrar/records maintenance; and, 5) has its own budgetary and hiring authority.

Site – a separate physical location where instruction is provided for 50% or more of a degree or certificate including degree/certificate completion.

Course locations – a separate physical location where a student can only complete less than 50% of a degree or certificate.

HLC Location Reporting and Approval Requirements:

All campuses, sites, and course locations must be reported to HLC. Campuses and sites must be approved by HLC prior to marketing and matriculation of students to these locations. Adding a branch campus requires a site visit by HLC. To report additional sites, Barton is able to use the Streamlined Review process which is an online submission process. Instate course locations must be reported to HLC by letter to Dr. Spangel (cc'd to Erika Swain), but these do not need to be approved. Out of state course locations must be reported to and approved by HLC.

All degree and certificate programs (whether they are Title IV eligible or not) must be reported by location to HLC.

- There is a \$650 fee for any new location approval (for 1 – 5 sites). There is no fee for editing of existing site information
- Instruction provided at course locations is not eligible for federal aid and those courses should be entered into Banner with an "I" (Ineligible for Financial Aid) grade mode. A report is being written to catch any coded into Banner incorrectly
- If Barton discontinues offering a program at an approved campus or site prior to students completing the program, Barton is liable for repaying any student loans disbursed to students at that location

Updated 3/1/16 JDW Timeline Link	Step 0 Development	Step 1 Program Topics and Processes	Step 2 LICC	Step 3 President's Staff	Step 4 BoT Study Session	Step 5 Board of Trustees	Step 6 KBOR	Step 7 HLC	Step 8 Dept of Education	Step 9 Posting & Notification
College to University Agreements	Originator or Dean should work with ISS for approval. Formal approval from VP Dean's and the President along with signatures is likely required.									Transfer and Articulation Information webpage is updated
Course Transferability & Verification	No Action Required to Step 2	Proceed	Originator seeks approval from Dean	Contacts KS 4-year schools for learning outcome alignment	No Further Action Required - Proceed to Step 9	ISS sends syllabus to KS 4year schools as appropriate to seek official transfer approval. Until transferability is confirmed/denied, a statement noting such is to be included in syllabus Section III "Course as Viewed in the Total Curriculum" which reads: "Transferability of this course has not yet been determined."		Courses approved as a result of the Core Outcomes Project, are to include the following statement once any necessary adjustments have been made by the instructor: "The learning outcomes and competencies detailed in the syllabus meet, or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Project for this course, as sanctioned by the Kansas Board of Regents."		ISS posts syllabus to T:\Syllabus\Master

[See New or Revised Syllabus](#)

Timelines for Approval

	Research and Development	Programs Topics & Processes	LICC	President's Staff	Board Study Session	Board of Trustees	KBOR Deadline	KBOR	HLC	ED	Banner/Publish
New Syllabus	1-4 months	1-4 weeks	1-4 weeks	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1 - 4 weeks
Revised Syllabus	1-4 months	1-4 weeks	1-4 weeks	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1 - 4 weeks
New Degrees (at approved location)	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	Fall=Mar. 1 : Spring=Sept. 1	1-2 months	9-12 months	N/A	1 - 4 weeks
New Certificates (at approved location)	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	Fall=Mar. 1 : Spring=Sept. 1	1-2 months	60 days	90 days	1 - 4 weeks
New Degree + New Site Location	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	Fall=Mar. 1 : Spring=Sept. 1	1-2 months	9-12 months	N/A	1 - 4 weeks
New Certificate + New Site Location	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	Fall=Mar. 1 : Spring=Sept. 1	1-2 months	90 days	90 days	1 - 4 weeks
New SAPP (Stand Alone Program)	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	N/A	1-2 months	N/A	N/A	1 - 4 weeks
Revised Degrees	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	2 months prior to start date	1-2 months	N/A	N/A	1 - 4 weeks
Revised Certificates	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	Fall=Mar. 1 : Spring=Sept. 1	1-2 months	45 days	90 days	1 - 4 weeks
Revised SAPP (Stand Alone Progras)	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	2 months prior to start date	1-2 months	N/A	N/A	1 - 4 weeks
Changing Electives Only	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	N/A	1-2 months	N/A	N/A	1 - 4 weeks
Degree Changes (Gen Eds)	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	2 months prior to start date	1-2 months	N/A	N/A	1 - 4 weeks
Updating Templates	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	N/A	1-2 months	N/A	N/A	1 - 4 weeks
2+2 Programs	1-4 months	1-4 weeks	1-4 weeks	1-6 weeks	1-4 weeks	1-6 weeks	N/A	N/A	N/A	N/A	1 - 4 weeks
New Site Location	1-4 months	N/A	N/A	N/A	N/A	N/A	Fall=Mar. 1 : Spring=Sept. 1	N/A	90 days	90 days	1 - 4 weeks
Course Location Approval	N/A	N/A	N/A	N/A	N/A	N/A	Fall=Mar. 1 : Spring=Sept. 1	N/A	2 weeks	N/A	1 - 4 weeks
Location Information Revision	N/A	N/A	N/A	N/A	N/A	N/A	Fall=Mar. 1 : Spring=Sept. 1	N/A	60 - 90 days	90 days	1 - 4 weeks

* Additional notes

KBOR Once a program submission has been made to KBOR, that submission can not be changed. However, new submissions not related to the the first program may be entered.

HLC/ED Once a submission has been made under a specific program type, the database is locked. No further submissions are allowed in the area until everything is approved.