POST-IMPLEMENTATION REPORTING GUIDANCE

The following information is provided to assist in preparing post-implementation report(s).

- The post-implementation period will be seven (7) years (instead of five (5) years) for all levels (one (1) year start-up wherein no data reporting required and a six (6) year monitoring period).

- An additional monitoring year may be granted for doctoral programs, upon request and rationale provided by the institution's Chief Academic Officer to the ACHE Executive Director.

- The report should address each of the post-implementation conditions related to the program and should provide an overall assessment of the program.

- Generally, institutions provide enrollment, graduation, and employment information in tables, showing the data for each year and the average for the review period.

- There should also be a statement as to whether each of the post-implementation conditions has been met or not met.

- The overall assessment should provide a brief commentary on issues or successes for the program. If significant changes have been made in the program, they should be described briefly.

- In general, programs have four post-implementation conditions (i.e., enrollments, graduates, employment information, and the overall assessment of the program); although some programs have additional post-implementation conditions (e.g., number/percent of program students attaining certification/licensure; program's accreditation status). Be sure to address all the post implementation conditions associated with the Commission's approval of the program.

- There will be no overall procedural change in the reporting of related employment /continuing education (75 percent condition). However, the unemployment rate will be considered as informational/notification only, and will not be a consequential consideration in evaluating attaining/ meeting post-implementation.

- Programs with program-specific accreditation are required to report steps to be taken to obtain accreditation in the proposal/ application, and the accreditation status as a post-implementation condition of approval.

- Programs which require licensure will be required to report steps to be taken to optimize exam pass rates in the proposal/ application, and the licensure pass rate as a post-implementation condition of approval.

- Reports are "typically" from three to five pages long.

Below is an example "template" regarding information that should be included in a post-implementation report:

University or College Name: _____

Program: _____

Degree_____

CIP _____

Date Approved by Commission: _____

Proposed Implementation Date: _____

Actual Implementation Date: _____

The Post-Implementation conditions of the program are:

1) That the annual average new admissions (headcount) for _____ to _____ years will be ____, based on the institution's admissions projections in the proposal as approved by the Commission. (This is the enrollment figure and time frame approved by the Commission.)

   Note: If needed, new enrollment projections will be reduced by 25 percent to account for over-estimation. This reduction will be applied to the original projection if the enrollment projection is not met at the time the post-implementation report is submitted.

2) That the annual average number of graduates for the academic years _____ through _____ will be at least _____, based on projections in the proposal as approved by the Commission. (This is the graduates figure and time frame approved by the Commission.)

   Note: The evaluation is based on the adopted graduation rates as stated in the Code of Alabama, 1975, 16-5-8 (2). These standards are: 7.5 - Associate and Baccalaureate, 3.75 – Master's, 3.0 – EdS, and 2.25 – Doctorate.

3) That a follow-up survey will be conducted after the first five years that will show that at least 75 percent of the graduates were successful in acquiring related employment (or continuing their education (for example, acceptance to graduate school – depending on the degree level).

   Note: The unemployment rate will be considered as informational/notification only, and will not be a consequential consideration in evaluating attaining/ meeting post-implementation.

4) That information regarding an overall assessment of the program be provided, particularly as related to objectives, learning outcomes, and assessment measures stated in the proposal and approved by the Commission.

Example Tabular Template Representation:
Areas indicated by "**?**" are to be completed.

Program Name, degree, CIP code:	New Enrollment (Average Headcount) For years___**?**__ through ___**?**____	Graduates Average For years__**?**___ through ___**?**___	Percentage of Graduates Employed in Field (or Continuing education)
_____**?**_____ _____**?**_____ _____**?**_____	*ACHE will make a 25% reduction to "Actual" New Enrollment Average, if needed.*		
"Required" (Figure approved by the Commission)	**?**	Circle one: 7.5 - Associate and Baccalaureate **?** 3.75 – Master's **?** 3.0 – EdS **?** 2.25 – Doctorate **?** The projected Graduation Rate was:__**?**__	75% (Information Notification only, Non-consequential)
Actual	**?**	**?**	**?**
Circle One	Met**?** or Not Met**?**	Met**?** or Not Met**?**	Met**?** or Not Met**?**

The enrollment and graduates figures for each individual year may be provided in the above type table, separate table, or narrative as deemed appropriate.

For the Assessment Condition: The post-implementation report should provide information on the assessment of the program and how the assessment data collected is used. Typically, the institution should elaborate in a few paragraphs the assessment design, results, and use of the assessments related to this program and indicate if the assessments have fulfilled that requirement (condition) as approved by the Commission.

That is, was the assessment condition ---- met or not met.

IMPORTANT: If the program has not met any one of the Commission approved conditions (and the institution wants to continue the program) the following information must also be provided:

After seven (7) years, an amended request is permitted only for extraordinary circumstance and as requested by institution's Chief Academic Officer.

1) a requested timeframe for the extension (this would typically be one or two years). If you are not seeking to request a one or two-year extension please call me to further discuss.

2) If the enrollment condition is not met (even with 25% estimation reduction), the new requested enrollment condition value may be the same <u>or</u> different than in the original Commission approved request). Additionally, a justification for the new enrollment condition value must be provided as well as the steps to be taken to attain that value.

3) If the program does not meet the graduation rate as stated in the Code of Alabama, 1975, 16-5-8 (2) of 7.5 - Associate and Baccalaureate, 3.75 – Master's, 3.0 – EdS, and 2.25 – Doctorate; the new request will be evaluated relative to that standard rather than a projection. Steps to be taken to attain the graduation rate value must be provided.

4) In the case of "not meeting" the assessment condition, the request would entail a new narrative describing the assessment process, measures, outcomes, and assessment use.

5) a thorough rationale for each "not met" condition explaining: (a) why the condition was not met, and (b) what specific steps are being taken/will be taken to assure that the condition will be met in the future.

Please do not hesitate to contact me if you have any questions or comments regarding this post-implementation reporting guidance.

Lenny Lock

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Additional Reference information:
Alabama Commission On Higher Education, December 8, 2017, Decision Item H (page 84)
Procedural Changes Regarding Post-Implementation Conditions Review (Preliminary Approval)
And
Alabama Commission On Higher Education, March 9, 2018, Decision Item B (page 15)
Final Approval of Procedural Changes Regarding Post-Implementation Conditions Review

Alabama Commission On Higher Education, December 8, 2017, Decision Item H (page 84)
Procedural Changes Regarding Post-Implementation Conditions Review (Preliminary Approval)

DECISION ITEM:	<u>Procedural Changes Regarding Post-Implementation Conditions Review (Preliminary Approval)</u>
Staff Presenter:	Ms. Margaret Pearson Academic Program Review Analyst
Staff Recommendation:	That the Commission grant preliminary approval to the proposed post-implementation procedural changes.
Background:	Post-implementation conditions review of new programs regarding enrollment, graduates, related employment/continuing education, and the assessment system have been in place for over twenty-five (25) years.

The preliminary approval of the Procedural Changes regarding Post-Implementation Conditions Review will be filed with the Legislative Reference Service and subsequently published in *Alabama Administrative Monthly*. Interested parties will have to wait 35 days to comment. Should there be no substantive changes made due to comments and the Commission grants final approval to these proposed changes on March 9, 2018, the proposed changes will go into effect 45 days after the changes are certified by the Executive Director and subsequently filed with the Legislative Reference Service.

The Code of Alabama 1975 in Section 16-5-8 (a)(1) authorizes the Commission on Higher Education to review periodically all new and existing programs and units of instruction, research, and public service funded by state appropriations at the state universities and colleges and to share with the appropriate governing board, through the president of the institution, and state Legislature, its recommendations.

Additionally, The Code of Alabama 1975 in Section 16-5-8 (2) states "as a part of its program review process, the commission shall enforce, monitor, and report on minimum degree productivity standards for all existing programs of instruction at public two-year and four-year institutions of higher education."

More specific reference to these conditions is provided in The Alabama Commission On Higher Education Planning and Coordination Administrative Code Chapter 300-2-1.05, Program Review, 6.(d).

Rationale:	The basis for the request is that the post-implementation projections for graduates and new enrollments are difficult to accurately estimate, in large part because of a wide variety of uncertain or uncontrollable factors, and thereby lead to an over-identification of those new programs not meeting one or both of those post-implementation conditions. Further, employment is dependent on economic and other

external conditions generally not within the institutions' control. Additionally, a five (5) year window does not optimally accommodate validly evaluating the actual pattern of enrollments and completions.

Current Procedures:

The post-implementation review period is based upon a five (5) year window.

For graduates/completers and new enrollments, the program specific projections are used as reported by the institution in the proposal, but can be no lower than minimum viability. The minimum degree productivity standard for degree completions as stated in Code of Alabama, 1975, 16-5-8, are: 7.5 - Associate and Baccalaureate, 3.75 – Master's, 3.0 – EdS, and 2.25 - Doctorate. Failure to meet the minimum standards for degree completions and new enrollment would result in termination of the program.

In evaluation of related employment, or continuing education, a 75 percent condition criteria is required. Lastly, the institution is required to provide an evaluation of the assessment system, including the alignment of the system measures to program objectives and student learning outcomes.

Amended requests are permitted.

Proposed Changes:

The post-implementation period will be seven (7) years (instead of five (5) years) for all levels (one (1) year start-up wherein no data reporting required and a six (6) year monitoring period). An additional monitoring year may be granted for doctoral programs, upon request and rationale provided by the institution's Chief Academic Officer to the ACHE Executive Director. Should the Commissioners approve this item, the New Academic Degree Program Proposal Summary (in "Proposal for a New Degree Program – New Application Tool") design layout will be adjusted to reflect a seven (7) year period rather than a five (5) year timeframe.

The minimum viability standard rates will be used for degree completions instead of projections. The standards as stated in Code of Alabama, 1975, 16-5-8, are: 7.5 - Associate and Baccalaureate, 3.75 – Master's, 3.0 – EdS, and 2.25 – Doctorate.

New enrollment projections will be reduced by 25 percent to account for over-estimation. This reduction will be applied to the original projection if it is not met at the time the post-implementation report is submitted.

There will be no overall procedural change in the reporting of related employment /continuing education (75 percent condition). However, the unemployment rate will be considered as informational/notification only,

and will not be a consequential consideration in evaluating attaining/ meeting post-implementation.

Programs with program-specific accreditation will be required to report steps to be taken to obtain accreditation in the proposal/ application, and the accreditation status as a post-implementation condition of approval.

Programs which require licensure will be required to report steps to be taken to optimize exam pass rates in the proposal/ application, and the licensure pass rate as a post-implementation condition of approval.

There will be no change in the evaluation and review of the assessment system.

After seven (7) years, an amended request is permitted only for extraordinary circumstance and as requested by institution's Chief Academic Officer.

The proposed changes are reflected in proposed revisions to the Alabama Commission on Higher Education Planning and Coordination Administrative Code. Chapter 300-2-1-.04 Operational Policy On The Approval, Disapproval, Deferral, And Withdrawal Of New Programs Of Instruction, attached; as well as the "Post-implementation Reporting Guidance - REVISED", attached.

Implementation Date Change:

Currently, programs have a two (2) year window from the time of Commission approval to implementation, before Commission approval will expire. To facilitate optimal program implementation, and thereby supporting more valid post-implementation results, the window will be increased to 30 months (2 ½ years) from the time of Commission approval to implementation, before Commission approval will expire.

Transition Process:

The transition process is applicable to those programs that are already approved. There are over 150 such programs that have been approved by the Commission and will have post-implementation reports due through 2022.

These programs would have the same conditions as shown within the "Proposed Changes" directly above, except that:

The five (5) year timeframe as previously approved by the Commissioners would be used.

Unless specifically listed as a condition of approval, transition programs with program-specific accreditation will not be required to report accreditation status for the

post implementation; however, the institutions are strongly encouraged to do so.

Unless specifically listed as a condition of approval, transition programs which require licensure will not be required to report exam pass rates; however, the institutions are strongly encouraged to do so.

Institution Feedback:

Institution/stakeholder feedback regarding the proposed changes was positive. A three-week survey response window was provided. Both two-year and four-year institutions responded. In all, there were six formal feedback responses, as well as several other informal supportive institution comments. Two specific comments were: 1) to consider a longer timeframe for doctoral degrees, and 2) to consider mitigating factors regarding the 75 percent related employment/ continuing education criteria (for example, unemployment rate). Both comments were incorporated into the proposed changes.

Procedural Process

Should there be no changes to these proposed procedures as a result of the public comment period associated with the approval of Administrative Procedures, final approval will be considered at the Commission's March 2018 meeting. The new procedures would then go into effect 45 days later.

Alabama Commission On Higher Education, March 9, 2018, Decision Item B (page 15)

Final Approval of Procedural Changes Regarding Post-Implementation Conditions Review

DECISION ITEM:

Final Approval of Procedural Changes Regarding Post-Implementation Conditions Review

Staff Presenter:

Dr. Lenny Lock
Director of Instruction and Special Projects

Staff Recommendation:

That the Commission grant final approval to the proposed post-implementation procedural changes.

Background:

The preliminary approval of the Procedural Changes regarding Post-Implementation Conditions Review, granted by the Commission on December 8, 2017, was filed with the Legislative Reference Service and subsequently published in *Alabama Administrative Monthly* as required. Interested parties had 35 days to comment. No comments were received.

Since there were no comments, the Commission may grant final approval to these proposed changes at its March 9, 2018 meeting. The proposed changes will then go into effect 45 days after the changes are certified by the ACHE Executive Director and subsequently filed with the Legislative Reference Service.

Statutory and Administrative Basis:

The Code of Alabama 1975 in Section 16-5-8 (a)(1) authorizes the Commission on Higher Education to review periodically all new and existing programs and units of instruction, research, and public service funded by state appropriations at the state universities and colleges and to share with the appropriate governing board, through the president of the institution, and state Legislature, its recommendations.

Additionally, the Code of Alabama 1975 in Section 16-5-8 (2) states "as a part of its program review process, the commission shall enforce, monitor, and report on minimum degree productivity standards for all existing programs of instruction at public two-year and four-year institutions of higher education."

More specific reference to these conditions is provided in The Alabama Commission On Higher Education Planning and Coordination Administrative Code, Chapter 300-2-1.05, Program Review, 6.(d).