

# **BOARD OF REGENTS BRIEFING PAPER**

**1. AGENDA ITEM TITLE:** HANDBOOK Revision, Approval of Internal Administrative Changes and Agreements with Non-NSHE Institutions

**MEETING DATE:** November 29, 2018, ARSA Meeting

## **2. BACKGROUND & POLICY CONTEXT OF ISSUE:**

Existing Board policy requires Board approval of certain program and organization unit proposals, as well as certain agreements with non-NSHE institutions under *Title 4, Chapter 14, Section 7*. To promote efficiency and provide clarification, two revisions to this policy are proposed.

### **Approval of Internal Administrative Changes, including Departments**

The policy currently requires Board approval before any new degree, major, program, department, school, college, center, institute or other structural organization unit may be added. Under this policy, institutional presidents are responsible for completion of internal review of such proposals before they are submitted to the Chancellor's Office for review by the NSHE Academic Affairs Council (AAC). After the review by the AAC, the proposals are submitted with the AAC recommendation for action by the Board of Regents. As required by the policy, the Vice Chancellor for Academic and Student Affairs provides the format for consideration of new programs, and detailed procedures for consideration of proposals pursuant to this policy are codified under Chapter 6, Section 12 of the *NSHE Procedures and Guidelines Manual*. These proposals are regularly considered by the Board's Academic, Research and Student Affairs (ARSA) Committee.

In an effort to promote efficiency and streamline both institutional and Board operations, the Chancellor and the Council of Presidents reviewed the requirements under this policy and recommend for the Board's consideration the removal of the requirement for the Board to approve the addition of institutional departments and similar internal administrative changes. In addition, include definitions for the different types of organizational units referenced in Board policy for clarification.

### **Approval of Agreements with Non-NSHE Degree-Granting Institutions**

Board policy also currently requires submission of institutional affiliation agreements and other collaborative arrangements with non-NSHE degree-granting higher education institutions to the Chancellor and Board for review and approval if any of the following circumstances are involved:

- Joint offering of academic degree programs;
- A commitment of institutional resources such as personnel, physical space, or finance; or
- A physical presence of a non-NSHE higher education institution on the campuses or instructional sites of NSHE universities, the State College, community colleges or the Desert Research Institute.

The proposed policy revision clarifies that agreements that do not fall within this list do not require submission to the Chancellor and the Board for review and approval.

## **3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:**

Amend *Title 4, Chapter 14, Section 7* to provide that internal administrative changes, including the addition or deletion of a department, do not require Board approval. Add definitions of organizational units, including center, institute, college, department and school. In addition, clarify that agreements with non-NSHE degree-granting higher education institutions that do not meet the requirements for review currently outlined in Board policy do not require submission to the Chancellor and Board of Regents for review and approval.

## **4. IMPETUS (WHY NOW?):**

This policy revision is requested by the Council of Presidents and System Administration to promote efficiency in processing internal administrative changes and provide clarity in items that must be brought to the Board for approval.

## **5. CHECK THE NSHE STRATEGIC PLAN GOAL THAT IS SUPPORTED BY THIS REQUEST:**

- Access (Increase participation in post-secondary education)
- Success (Increase student success)
- Close the Achievement Gap (Close the achievement gap among underserved student populations)
- Workforce (Collaboratively address the challenges of the workforce and industry education needs of Nevada)
- Research (Co-develop solutions to the critical issues facing 21<sup>st</sup> century Nevada and raise the overall research profile)
- Not Applicable to NSHE Strategic Plan Goals

**INDICATE HOW THE PROPOSAL SUPPORTS THE SPECIFIC STRATEGIC PLAN GOAL**

N/A.

**6. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:**

- Board approval is necessarily required before new degrees, programs and organizational units (including centers, institutes and schools) may be implemented. These types of additions/changes have the potential for wide-ranging impact on institutional and system resources, students, faculty, other NSHE institutions, and Nevada stakeholders and policymakers beyond NSHE. In contrast, internal administrative changes, such as the addition/deletion of departments, are driven by circumstances unique to the internal operation of the institution and – particularly in the case of departments – are determined necessary by the institutional presidents, administrators and faculty for the most effective administration of degrees and programs that were approved by the Board. Such internal administrative changes don't rise to the level of scrutiny requiring Board review and approval.
- The language amending the requirement for approval of certain agreements with non-NSHE institutions is a technical revision that does not substantively change existing Board policy and will provide greater clarity for Board and system staff and institutions.

**7. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:**

None have been presented.

**8. ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:**

Retain the existing policy without amendment.

**9. RECOMMENDATION FROM THE CHANCELLOR'S OFFICE:**

The Chancellor's Office recommends support for the policy revision.

**10. COMPLIANCE WITH BOARD POLICY:**

- Consistent With Current Board Policy: Title #\_\_\_\_ Chapter #\_\_\_\_ Section #\_\_\_\_
- X Amends Current Board Policy: Title 4, Chapter 14, Section 7
- Amends Current Procedures & Guidelines Manual: Chapter #\_\_\_\_ Section #\_\_\_\_
- Other: \_\_\_\_\_
- X Fiscal Impact: Yes\_\_\_\_ No X  
Explain: \_\_\_\_\_

**POLICY PROPOSAL**  
**TITLE 4, CHAPTER 14, SECTION 7**  
**Approval Process for Internal Administrative Changes and**  
**Agreements with Non-NSHE Institutions**

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

**Section 7. Addition or Change of New Degrees, Majors, Programs, Departments, Schools or Colleges**

1. It is the policy of the Board of Regents that before any new degree, major, program, [~~department,~~] school, college, center, institute, or other [~~structural~~] organizational *unit* may be added, such proposal must be approved by the Board of Regents. *Internal administrative changes, including but not limited to the addition or elimination of departments, do not require approval by the Board of Regents.*
2. Each President is responsible for completion of institutional review procedures. Following that, proposals will be forwarded to the Office of Academic Affairs in the Chancellor's Office prior to the Board of Regents' meeting to allow for review by the Academic Affairs Council, which will submit recommendations to the Chancellor for action by the Board of Regents.
3. The format for consideration of new programs shall be provided by the Vice Chancellor for Academic and Student Affairs.
4. Institutional affiliation agreements and other collaborative arrangements with non-NSHE degree-granting higher education institutions shall be submitted to the Chancellor and Board of Regents for review and approval at least three months prior to the date of intended implementation, *only* if the agreements involve any of the following:
  - a. Joint offering of academic degree programs;
  - b. A commitment of institutional resources such as personnel, physical space, or finances; or
  - c. A physical presence of a non-NSHE higher education institution on the campuses or instructional sites of NSHE universities, the State College, community colleges, or the Desert Research Institute.

*Agreements with non-NSHE degree-granting higher education institutions that do not meet the requirements of this subsection do not require submission to the Chancellor and Board of Regents for review and approval.*

5. Articulation or other collaborative academic agreements between two-year and four-year degree granting institutions or between two four-year institutions within the NSHE do not require Board review and approval. Articulation agreements with K-12 that involve dual high school credit do not require Board review and approval.
6. *For purposes of this section:*
  - a. *“Center” or “institute” means an organizational unit focusing primarily on research and scholarly activity where services are typically unrelated to internal administrative operations.*
  - b. *“College” means a collection of departments, which can include schools, that grant degrees in particular fields (may also be known as a division).*
  - c. *“Department” means a division of a school or college focused in a particular academic area.*
  - d. *“Organizational Unit” means a school, college or division, center, or institute.*
  - f. *“School” means a unit that is generally associated with a professional degree.*