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**VSBPE**

**DATE:** November 29, 2018

**ITEM:** Will the VSBPE act to revise Policy N13, the Policy For Requests For Approval of New Programs?

**AGENCY RECOMMENDED ACTION:** The VSBPE act to revise Policy N13, the Policy For Requests for Approval of New Program to include *Included in the Design Document should be data and accompanying information indicating a demand for the program.*

**BACKGROUND:**

While currently there is much in Rule and VSBPE policy about how an educational organization may apply for a new teacher preparation program and what materials must be submitted to complete a new program application, there is little guidance given to prospective new program applicants about determining the sustainability of a new program. College of St. Joseph and Goddard College are at risk of losing their accreditation due to declining enrollment. Vermont College of Fine Arts (VCFA) has notified the Agency it will be closing its principal endorsement track because of poor enrollment. When asked about VCFA's closing, the program manager said the Board of Trustees one regret is that it did not conduct any analysis to determine a need for the principal endorsement track. VCFA principal program for art was granted while there were five other programs in the state recommending for art.

**RATIONALE FOR RECOMMENDATION:** By indicating in VSBPE policy that a new program application should include data and information about the demand for the requested program, the VSBPE is providing guidance to prospective new program applicants in program sustainability.

## **POLICY N13**

### **Policy For Requests For Approval Of New Programs**

To request a review of a new educator preparation program, a college must follow the following steps and observe the following timelines:

1. A letter from the president to request the visit must be received at least six months before the program review visit is conducted. Accompanying this request should be a Design Document detailing the proposed program. Included in the Design Document should be data and accompanying information indicating a demand for the program. Additionally, programs should provide documentation of progress existing programs have made toward addressing the concerns of the visiting team(s). Pay special attention to programs under conditional approval.
2. Upon receipt of the request, The VSBPE will consider the Design Document and seek clarification from the institution, as needed, before approving a visit.
3. The visit date will be established by the VTDOE in cooperation with the institution. The Review Team will be determined by the VTDOE and approved by the institution. The team will then be approved by the VSBPE.
4. At least two months prior to the scheduled visit, the Institutional Portfolio should be sent to the VTDOE and to members of the Review Team. The VTDOE reviews the Institutional Portfolio and makes one of the following determinations:
  - Not enough information was provided for the visit to take place
  - More information is needed prior to the visit
  - Visit is ready to take place
5. Visit is conducted.

\*Please note: New programs can only be conditionally approved for one to two years or denied approval by the Review Team. New programs cannot receive full approval until the end of a two-year period.