



Minnesota
STATE COLLEGES
& UNIVERSITIES

MEMORANDUM

To: Presidents, Chief Academic Officers and Deans
Minnesota State Colleges and Universities

From: Manuel M. López, Associate Vice Chancellor
Academic Program Quality

Date: June 4, 2009

Subject: Additional process changes for approval of selected certificates through June 30, 2010

Following discussion with presidents and others regarding prevailing economic conditions and a shared desire for our system to respond more rapidly to short-term training needs expressed by employers, work force centers, and others, I sent a memo on May 12, 2009 that waived the 21-day listserv comment period for 9 -15 credit certificates when a rapid response is requested by local employers, work force centers or other agencies.

Since that time I have received mixed feedback about this change. While there is support for enabling our system to respond more rapidly to program proposals, concern was also expressed that unnecessary program duplication could also occur. At the May 2009 CAO/CSAO/Deans conference there was consensus that the Office of the Chancellor should use criteria to determine an appropriate number of days to post a new program application to the listserv.

Effectively immediately, the following process and criteria will be used for the review and approval of new program applications that lead to a 9-15 credit certificate. A new, simplified form has been created for submission of these accelerated certificates.

Program proposal indicates:	Listserv period ¹	Duration of program approval
a. Curriculum is in a focused area of study that is non-occupational	21-days	Not limited
b. Program will serve a general population of prospective students for occupational purposes	21-days	Not limited
c. A short-term training need is requested by employers, work force centers, or others for specific cohort(s) of students and there is a similar program offered by another college/university in the geographic service area ²	7 days	Program will be closed on June 30, 2010. Program continuation requires resubmission of an application.

¹ Days refer to calendar days.

² For purposes of this memo, geographic service area means a 60 minute commute from the proposed program location to the nearest related program.

<p>d. A short-term training need is requested by employers, work force centers, or others for specific cohort(s) of students and the program serves a geographic area where there are no similar programs</p>	<p>0-days; posted to the listserv as an FYI only</p>	<p>Program will be closed on June 30, 2010. Program continuation requires resubmission of an application.</p>
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This process and criteria will remain in place through June 30, 2010. All other certificate policies, procedures and guidelines will remain in effect.

- c:
- Chancellor James McCormick
 - Senior Vice Chancellor Linda Baer
 - Trustee Dan McElroy
 - MSCF President Greg Mulcahy
 - IFO President Rod Henry
 - Associate Vice Chancellor Michael Murphy
 - Academic Programs Unit