Departmental Administrative Policy and Procedure

Subject: Notice of Wyoming Community College Applied Baccalaureate Programs
Number: UW DAP 2-208.1

I. PURPOSE

To establish procedures for the University of Wyoming's (UW) review and response to the Wyoming Community College Commission (WCCC) regarding courses, programs, and impact of proposed Applied Baccalaureate degrees in compliance with the procedures outlined in Wyo. Code R. agency 057, subagency 0001, ch. 6, § W.S. 6-4.

II. DEFINITIONS

Academic Affairs Council (AAC): The WCCC recognizes the Academic Affairs Council as the representative body for district chief academic officers on academic policy matters that require system-wide coordination.

Applied Baccalaureate (AB) (also known as BAS-Bachelor of Applied Science): A technical, career, and workforce development bachelor's degree that is designed for applied associate degree holders and is based on curriculum that incorporates applied knowledge and skills in a specific technical field. AB degree programs are designed specifically for students who already have applied associate's degrees or similar credentials in a technical field. AB programs often lead to degrees like the BAS. Credits accumulated in applied associated degree programs do not readily transfer to traditional baccalaureate programs. Thus, the BAS degree programs are specifically designed to provide these students with an opportunity to advance their professional skills.

Wyoming Community College Commission (WCCC): A commission of seven appointed members whose duties are prescribed by W.S. § 21-18-202 to include oversight of the network of public community colleges as well as coordination, advocacy, funding and accountability for the community college system on behalf of the state of Wyoming.

III. POLICY

WCCC approves all new academic programs at the Wyoming community colleges qualifying for state funding, including AB degree programs. When a new AB program is proposed by a Wyoming community college, the WCCC is required to request information from UW regarding any active baccalaureate degree programs at UW that meet the workforce needs already addressed by the proposed AB program.

In order to provide a thorough review and response, the Board of Trustees or their designee may submit a written request to the Chief Academic & Student Services Officer of the WCCC requesting more than the minimum required thirty (30) days' notice of any proposed AB program discussions at any WCCC or ACC meetings and may also request an extension of longer than thirty (30) days to respond to a request from the WCCC depending on the nature and complexity of the AB program being proposed.

IV. PROCEDURE

The procedures for UW to meet its role in the process and to submit a timely response to the WCCC regarding any proposed AB program will include the following:

A. The Provost or their designee will attend or send a designee to participate in all ACC meetings and discussions regarding new AB programs. Neither the Provost nor their designee will be a voting member at these meetings.

B. Within forty-eight hours following any proposed AB program discussions at a WCCC or ACC meeting or as soon as possible upon receiving notice of a new proposal or request for information from the WCCC, the Provost will notify and provide a copy of any AB program notice, proposal, application and supporting materials to the following:

1. The University President, who shall then share with the Cabinet and Executive Committee of the Board of Trustees;

2. Affected dean(s)/director(s) and academic unit head(s), who shall then share with applicable faculty or subject matter experts; and

3. The Faculty Senate Chair, who shall share with its Executive Committee and Faculty Senate Course Review Committee and/or the Faculty Senate Academic Planning Committee.

C. Details of the request for review of AB program notices, proposals, or application from the Provost of their designee to deans, academic unit heads, and the Faculty Senate Chair will include deadlines for responses, including any necessity for expedited reviews, and guidelines for considerations during the review process. Responses from the colleges and academic units shall include a written assessment within the specified deadline that includes:

1. An evaluation of the proposed AB program to determine if it duplicates programs offered at UW and an assessment of whether existing or planned programs at UW meet the identified workforce needs; and

2. The identification of any upper-level courses in the proposed AB program that duplicate courses offered at UW, and, if so, whether existing or planned coursework offered at UW is sufficient to meet workforce needs.

D. In collaboration with and after receiving input from UW's colleges, academic units, and Faculty Senate, the Provost or designee will complete an assessment of any active or planned baccalaureate degree programs at UW that already meet the workforce needs addressed by the proposed AB program, including the current or planned future availability of these programs through online delivery.

If part of the assessment includes a review of upper division courses in the proposed AB program for the purpose of transferability to UW, the assessment will follow, as appropriate, the timeline outlined in UW SAP 2-208.3, Undergraduate Transfer Policy.

E. The Provost or designee will use the assessment to prepare a draft response that outlines the official position of UW regarding the proposed AB degree program. The assessment and draft response will be provided to the President and the Executive Committee of the Board of Trustees for feedback before the final report is submitted to the WCCC Chief Academic and Student Services Officer (CASSO). The final report may also include a response from the President and/or Board of Trustees.

F. The Office of Academic Affairs shall establish a written communication plan that addresses methods for articulating AB courses which transfer to UW programs.

Responsible Division/Unit: Academic Affairs
Source: Wyo. Code R. agency 057, subagency 0001, ch. 6, § W.S. 6-4
Links: https://communitycolleges.wy.edu/
Associated Regulations, Policies, and Forms: UW SAP 2-208.3
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