

## SUBTITLE A

TITLE 23: EDUCATION AND CULTURAL RESOURCES  
SUBTITLE A: EDUCATION  
CHAPTER II: BOARD OF HIGHER EDUCATION

## PART 1050

APPROVAL OF NEW UNITS OF INSTRUCTION, RESEARCH  
AND PUBLIC SERVICE AT PUBLIC INSTITUTIONS

## Section

- 1050.10 Institutions Required to Receive Approval
- 1050.20 Definitions
- 1050.30 Criteria for Approval
- 1050.40 Procedures of Obtaining Approval
- 1050.50 Review of Existing Units of Instruction, Research and Public Service
- 1050.ILLUSTRATION A Map of Regions

AUTHORITY: Implementing Section 7 and authorized by Section 9.05 of the Board of Higher Education Act [110 ILCS 205/7 and 9.05].

SOURCE: Amended and effective April 15, 1976; rules repealed and new rules adopted and codified at 8 Ill. Reg. 16907, effective September 4, 1984; amended at 23 Ill. Reg. 13074, effective October 13, 1999; amended at 33 Ill. Reg. 78, effective December 23, 2008.

**Section 1050.10 Institutions Required to Receive Approval**

*The Board of Trustees of the University of Illinois, the Board of Trustees of Southern Illinois University, the Board of Trustees of Chicago State University, the Board of Trustees of Eastern Illinois University, the Board of Trustees of Governors State University, the Board of Trustees of Illinois State University, the Board of Trustees of Northeastern Illinois University, the Board of Trustees of Northern Illinois University, the Board of Trustees of Western Illinois University, or the Illinois Community College Board, and the campuses under their governance or supervision shall not hereafter undertake the establishment of any new unit of instruction, research or public service without the approval of the Board.*

(Source: Amended at 33 Ill. Reg. 78, effective December 23, 2008)

**Section 1050.20 Definitions**

"Asynchronous" means instruction in which the teacher and students do not meet at the same time. Online instruction is more likely to be asynchronous, allowing students to access and participate in the course when they choose to do so.

## SUBTITLE A

"Board" refers to the Board of Higher Education.

"Board of Control" means one of the following:

The Board of Trustees of the University of Illinois, the Board of Trustees of Southern Illinois University, the Board of Trustees of Chicago State University, the Board of Trustees of Eastern Illinois University, the Board of Trustees of Governors State University, the Board of Trustees of Illinois State University, the Board of Trustees of Northeastern Illinois University, the Board of Trustees of Northern Illinois University, the Board of Trustees of Western Illinois University, the Illinois Community College Board, or the campuses under their governance or supervision.

"Degree" means any designation, appellation, series of letters or words, or other symbol which signifies or purports to signify that the recipient has satisfactorily completed an organized program of study of at least one year beyond the secondary school level. It shall include, but not be limited to, the following: certificate, associate, bachelor, post-baccalaureate certificate, master, post-master certificate, doctorate – professional practice (degree required for entry into specific profession such as law or medicine), and doctorate – research and scholarship.

"Home campus" is also known as "in-region". Both "home campus" and "in-region" are defined as the Board approved region within which the institution's original campus would have been located had the regions existed at that time.

"New geographical location" is also known as "out-of-region". Both "new geographical location" and "out-of-region" sites are those sites located outside of the region within which the institution's original campus would have been located had the regions existed at that time.

"New Unit of Instruction" means one or more of the following:

Any new organized program of study beyond the secondary school level that results in the formal award of a degree to a student.

Any organized program of study beyond the secondary school level that is offered at a new geographical location and results in the award to a student of an existing degree (i.e., one that is currently granted by the institution).

Any new formally organized administrative entity that would have a continuing instructional mission, including but not limited to a campus, branch, college, school, department or division.

## SUBTITLE A

"New Unit of Public Service" means any new formally organized administrative entity that would have a continuing public service mission, including but not limited to a school, department, division, institute or center.

"New Unit of Research" means any new formally organized administrative entity that would have a continuing research mission, including but not limited to a school, department, division, institute or center.

"Reasonable and Moderate Extension" means one or more of the following:

An addition to or modification of an existing unit of instruction that has a direct relationship to the existing unit and that does not result in a significant change in curriculum, objectives or resources for the unit of instruction.

An addition to or modification of an existing unit of research or public service that has a direct relationship to an existing unit of instruction, research or public service; is consistent with the existing research or public service mission of the campus; and will be concluded within a well defined time frame.

A change in classification, title or degree designation of an existing unit of instruction, research or public service that more accurately reflects the content, objectives and programmatic activities for the unit.

An addition of a certificate program from one or more existing units of instruction.

"Region" refers to a geographical area within which an institution may operate a unit of instruction, research and public service and is not limited to the site within the region where the institution initially applied. A region consists of one or more coterminous community college districts. The community college districts are also property taxing districts established as provided in 110 ILCS 805/Art. III. The ten regions, described by community college district and community college district numbers, are as follows (see also Illustration A):

"North Suburban Region (1)" consists of the Lake County (532), Oakton (535), and William R. Harper (512) community college districts;

"Fox Valley Region (2)" consists of the Elgin (509), Kishwaukee (523), McHenry (528), Rock Valley (511), and Waubensee (516) community college districts;

## SUBTITLE A

"West Suburban Region (3)" consists of the DuPage (502), Morton (527), and Triton (504) community college districts;

"Western Region (4)" consists of the Black Hawk (503), Carl Sandburg (518), Highland (519), John Wood (539), Sauk Valley (506), and Spoon River (534) community college districts;

"Central Region (5)" consists of the Heartland (540), Illinois Central District (514), Illinois Valley (513), and Lincoln Land (526) community college districts;

"South Metro Region (6)" consists of the Joliet (525), Kankakee (520), Moraine Valley (524), Prairie State (515), and South Suburban (510) community college districts;

"Prairie Region (7)" consists of the Danville (507), Lake Land (517), Parkland (505), and Richland (537) community college districts;

"Southwestern Region (8)" consists of the Illinois Eastern (529), Kaskaskia (501), Lewis and Clark (536), and Southwestern Illinois (522) community college districts;

"Southern Region (9)" consists of the John A. Logan (530), Rend Lake (521), Shawnee (531), and Southeastern (533) community college districts; and

"Chicago Region (10)" consists of the City Colleges of Chicago (508) community college district.

"Synchronous" means instruction in which the teacher and students are required to meet at the same time or the students are required to meet at the same time. In face to face instruction, this means that everyone is in the same room at the same time. In online instruction, synchronous instruction occurs through the use of technologies such as chat, two-way video conferencing or audio conferencing.

(Source: Amended at 33 Ill. Reg. 78, effective December 23, 2008)

**Section 1050.30 Criteria for Approval**

The Board of Higher Education will evaluate new units of instruction, research or public service by applying the following criteria:

## SUBTITLE A

- a) Criteria Applicable to All Units of Instruction, Research and Public Service
  - 1) Mission and Objectives
    - A) The objectives of the unit of instruction, research or public service are consistent with the mission of the college or university.
    - B) The objectives of the unit of instruction, research or public service are consistent with what the unit title implies.
  - 2) Academic Control

The design, conduct and evaluation of the unit of instruction, research or public service are under the direct and continuous control of the sponsoring institution's established processes for academic planning and quality maintenance.
  - 3) Faculty and Staff
    - A) The academic preparation and experience of faculty and staff ensure that the objectives of the unit of instruction, research or public service are met.
    - B) The academic preparation and experience of the faculty and staff, as evidenced by level of degrees held, professional experience in the field of study and demonstrated knowledge of the field, ensure that they are able to fulfill their academic responsibilities.
    - C) The involvement of faculty in the unit of instruction, research or public service is sufficient to cover the various fields of knowledge encompassed by the unit, to sustain scholarship appropriate to the unit, and to assure curricular continuity and consistency in student evaluation.
    - D) Support personnel, including but not limited to counselors, administrators, clinical supervisors, and technical staff, which are directly assigned to the unit of instruction, research or public service, have the educational background and experience necessary to carry out their assigned responsibilities.
  - 4) Support Services
    - A) Facilities, equipment and instructional resources (e.g., laboratory

## SUBTITLE A

- supplies and equipment, instructional materials, computational equipment) necessary to support high quality academic work in the unit of instruction, research or public service are available and maintained.
- B) Clinical sites necessary to meet the objectives of the unit of instruction, research or public service.
  - C) Library holdings and acquisitions, owned or contracted for by the institution, that are necessary to support high quality instruction and scholarship in the unit of instruction, research and public service, are conveniently available and accessible, and can be maintained.
- 5) Financial
- A) The financial commitments to support the unit of instruction, research or public service are sufficient to ensure that the faculty and staff and support services necessary to offer the unit of instruction, research or public service can be acquired and maintained.
  - B) Projections of revenues necessary to support the unit of instruction, research or public service are based upon supportable estimates of state appropriations, local tax support, student tuition and fees, private gifts, and/or governmental grants and contracts.
- 6) Statewide Needs and Priorities
- A) The unit of instruction, research or public service is educationally and economically justified based on the educational priorities and needs of the citizens of Illinois.
  - B) The unit of instruction, research or public service meets a need that is not currently met by existing institutions and units of instruction, research or public service.
- b) Criteria Applicable Only to Units of Instruction
- 1) Curriculum
    - A) The caliber and content of the curriculum assure that the objectives of the unit of instruction will be achieved.

## SUBTITLE A

- B) The breadth and depth of the curriculum are consistent with what the title of the unit of instruction implies.
  - C) The admission and graduation requirements for the unit of instruction are consistent with the stated objectives of the unit of instruction.
  - D) Provision is made for guidance and counseling of students, evaluations of student performance, continuous monitoring of progress of students toward their degree objectives and appropriate academic record keeping.
- 2) Program Information
- A) The information the institution provides for students and the public shall include the following:
    - i) An accurate description of the unit of instruction, including its objectives, length and residency requirements if any;
    - ii) Schedule of tuition, fees, and all other charges and expenses necessary for completion of the unit of instruction, and cancellation and refund policies;
    - iii) Student rights and responsibilities;
    - iv) A statement regarding the transferability of college credits, including the fact that the decision to accept transfer credits is determined by the receiving institutions;
    - v) A statement as to how the institution will advise students on the nature of the transfer process, including the importance of consulting with institutions to which the student may seek to transfer;
    - vi) Evidence of arrangements for the transfer of courses or credits or both to institutional counterparts, when these arrangements exist; these arrangements are also known as articulation agreements;

## SUBTITLE A

- vii) A statement of the institution's most recent graduation rates as provided by the institution to the Integrated Postsecondary Education Data System (IPEDS); and
      - viii) Other material facts concerning the institution and the unit of instruction as are likely to affect the decision of the student to enroll.
    - B) The information listed in subsection (b)(2)(A) shall be available to prospective students prior to enrollment and shall be included in the institution's catalog of programs.
  - 3) Accreditation and Licensure  
Appropriate steps shall be taken to assure that professional accreditation needed for licensure or entry into a profession as specified in the objectives of the unit of instruction is maintained or will be granted in a reasonable period of time.
- c) Institutions Exempt from Approval
  - 1) Institutions offering a Board approved degree program at another site within the same region shall not be required to apply for additional Board approval.
  - 2) Institutions offering a degree program at the University Center of Lake County or the Quad-Cities Graduate Center shall not be required to apply for additional Board approval when offering degree programs approved for their home campus. For these institutions, center approval is required and the center shall be treated as part of their home campus, provided the center has notified the Board of its approval of the new degree program.
  - 3) Institutions offering one hundred percent asynchronous versus synchronous on-line instruction of a Board approved degree program shall not be required to apply for additional Board approval.
  - 4) Institutions offering temporary programs meeting the following criteria shall not be required to apply for Board approval:
    - A) The unit of instruction is approved for offering in-region, and the academic standards of the in-region unit are maintained at the out-of-region site; and
    - B) The out-of-region unit of instruction is offered under contract to a



## SUBTITLE A

single business, service organization, or government agency and enrollment is restricted to employees of the contracting business, organization or agency; and

- C) The contractual arrangement assures that the out-of-region unit of instruction is self-supporting; that is, no State resources are required to support it; and
- D) The out-of-region unit of instruction is offered to a single group of entering students for a single cycle not to exceed three years. Should the institution wish to continue the unit of instruction at the out-of-region site beyond the single cycle, the institution must submit an application for Board of Higher Education approval.

(Source: Amended at 33 Ill. Reg. 78, effective December 23, 2008)

**Section 1050.40 Procedures of Obtaining Approval**

- a) Approval of the Board of Control
  - 1) Applications for new units of instruction, research and public service will be reviewed by the appropriate board of control. Upon approval by the appropriate board of control, the institution shall submit to the Board a completed notice of intent on the form provided by the Board. The notice of intent shall include the degree and program name, region located, description of the program, demographics of the intended students, estimated enrollment and contact person. The notice of intent may be submitted prior to or simultaneously with the request for approval. Notices of Intent shall be publicly posted by the Board for no less than 30 days prior to any Board action on the application.
  - 2) The institution requesting permission to offer new units of instruction, research or public service will complete the application as provided by the Board and submit the completed form to the Board.
  - 3) If the appropriate board of control determines that the proposed unit is a reasonable and moderate extension rather than a new unit, the institution will so inform the Board. If the Board does not concur in this determination, the institution shall submit an application requesting approval of the new unit of instruction, research or public service to the Board.
  - 4) Community colleges may be deemed compliant with subsections (a)(1),

## SUBTITLE A

(2) and (3) by participating in a comparable approval process required by the Illinois Community College Board.

- b) **Approval by the Illinois Board of Higher Education**  
Upon determining that the Criteria for Approval are met, the Board will approve the establishment of the new unit of instruction, research or public service, and will so inform the appropriate board of control by letter from its executive director. This letter shall constitute formal authority to establish the new unit of instruction, research or public service.

(Source: Amended at 33 Ill. Reg. 78, effective December 23, 2008)

**Section 1050.50 Review of Existing Units of Instruction, Research and Public Service**

*The Board of Higher Education is authorized to review, periodically, all existing programs of instruction, research and public service at the State universities and colleges and to advise the appropriate board of control if the contribution of each program is not educationally and economically justified. [110 ILCS 205/7]*

- a) **Units of Instruction Approved after December 23, 2008**
- 1) **Third Year Progress Report**  
Three years after approval of a new program, the institution shall provide a program progress report to the Board as part of the institution's annual report. The third year progress report shall describe the institution's performance in meeting program objectives and show where any improvements are necessary. The placement of a program in voluntary temporary suspension will not negate the requirement of submitting a third year progress report.
  - 2) **Third Year Status as Determined by the Institution**
    - A) **Program in Good Standing:** The institution is meeting the program objectives as outlined in the original application that was submitted during the program approval process.
    - B) **Program Flagged for Review:** The institution is not meeting the program objectives as outlined in the original application that was submitted during the program approval process. In that event, the institution shall flag the program for review and shall submit a plan for improvement. The plan will outline the steps to be taken, benchmarks indicating adequate progress, and a timeline indicating step completion and/or benchmark achievement points.

## SUBTITLE A

- C) Additional Requirement for Programs in which State Licensure is Required for Employment in the Field: In the case of a program in which State licensure is required for employment in the field, a program can be found to be in good standing if the institution is able to provide evidence that program graduates are eligible to take the appropriate licensure examination and pass rates are maintained as specified in the objectives of the unit of instruction. If there is no such evidence, the institution shall report the program as flagged for review.
- 3) Upon completion of the third year progress report or the annual interim report required for programs flagged for review:
- A) If the program is in good standing, the institution will add the program to the eight-year program review cycle as provided in subsection (b).
  - B) If the program has been flagged for review, the institution shall submit annual interim reports until the status of good standing is achieved. A flagged program will no longer be considered a Board approved program beyond the fifth anniversary of its original approval. If no required annual interim report is submitted for a flagged program, the Board will interpret the absence of an annual interim report as an indication that the institution has terminated the program and the program will no longer be considered a Board approved program.
  - C) Annual interim reports on flagged programs shall:
    - i) Delineate actions taken to resolve the issues or improve the program;
    - ii) Identify areas for further action or improvement; and
    - iii) Describe how the program will be monitored to ensure continued improvement until the next review.
  - D) An institution may request approval to place a program in voluntary temporary suspension. That status does not negate the requirement for submitting annual interim reports and does not negate the limitation of five years duration as a program flagged for review.

## SUBTITLE A

- 4) Community Colleges  
Community colleges may be deemed compliant with the program review process by participating in a comparable review required by the Illinois Community College Board. This will not abrogate the Board of Higher Education's authority to request reviews of community college programs.
- b) Existing and newly approved units of instruction that have been identified as being in good standing will be reviewed on an eight-year cycle.
    - 1) Eight-year Program Review Process  
Programs deemed to be in good standing will be reviewed by the institution on a staggered eight-year cycle, with the institution determining the schedule for individual programs, but requiring that each program be reviewed at least once every eight years. Each institution will implement a program review process that best meets its unique needs and that is consistent with Board requirements as contained in this subsection (b) for the eight-year cycle. Institutions have the discretion to use findings from specialized program accreditations and other reviews as the basis of the program review as long as the findings are not more than two years old. When an existing report or review is to be used, the institutions will inform the Board of the process prior to the review. While the institution is responsible for developing its unique program review procedures, it shall include, at a minimum, the following components:
      - A) A statement of program goals and intended learning outcomes;
      - B) An end- or near-end-of-program assessment of student learning, in addition to course-by-course assessments;
      - C) Multiple performance measures, if necessary, that reflect the uniqueness of academic programs and disciplines;
      - D) Feedback from key stakeholders (e.g., current students, alumni, employers and graduate schools);
      - E) Evidence of a formal feedback or improvement mechanism (i.e., a regular review process in place) and that the results are used to improve curriculum, instruction and learning;
      - F) Improvements to its capacity to efficiently and effectively deliver programs using technological innovation and comprehensive data systems; and

## SUBTITLE A

- G) Findings and recommendations for improvement, suspension or closure.
- 2) Status Report
    - A) Upon the conclusion of the eight-year review, the institution shall provide to the Board a summary report that contains, at a minimum, the following:
      - i) Description and assessment of any major changes in the program, including changes in the discipline or field, student demand, societal needs, institutional context for offering the degree, and other elements appropriate to the discipline;
      - ii) Major findings and recommendations, including evidence of student learning outcomes and identification of opportunities for program improvement;
      - iii) Actions taken since the last review, including instructional resources and practices, and curricular changes; and
      - iv) Actions to be taken as a result of this review, including changes in instructional resources and practices, curriculum and assessment of student learning.
    - B) The institution shall determine the status of the program. A program may be in one of three categories: in good standing; flagged for review; or under temporary suspension.
  - 3) Community Colleges

Community colleges may be deemed compliant with the eight-year program review cycle by participating in a comparable review required by the Illinois Community College Board. This will not abrogate the Board of Higher Education's authority to request reviews of community college programs.
- c) Units of instruction that have been reviewed as part of an eight-year review process and are not considered to be in good standing will be reviewed annually beginning December 23, 2008.
    - 1) Programs Flagged for Review

## SUBTITLE A

If the program has been flagged for review, the institution shall submit annual interim reports until the status of good standing is achieved, but the program will no longer be considered a Board approved program beyond the fifth anniversary of the year the program was flagged for review. If no required annual interim report is submitted for a flagged program, the Board will interpret the absence of an annual interim report as an indication that the institution has terminated the program and the program will no longer be considered a Board approved program. Annual interim reports on flagged programs shall:

- A) Delineate actions taken to resolve the issues or improve the program;
- B) Identify areas for further action or improvement; and
- C) Describe how the program will be monitored to ensure continued improvement until the next review.

2) Programs Placed in Temporary Suspension Status

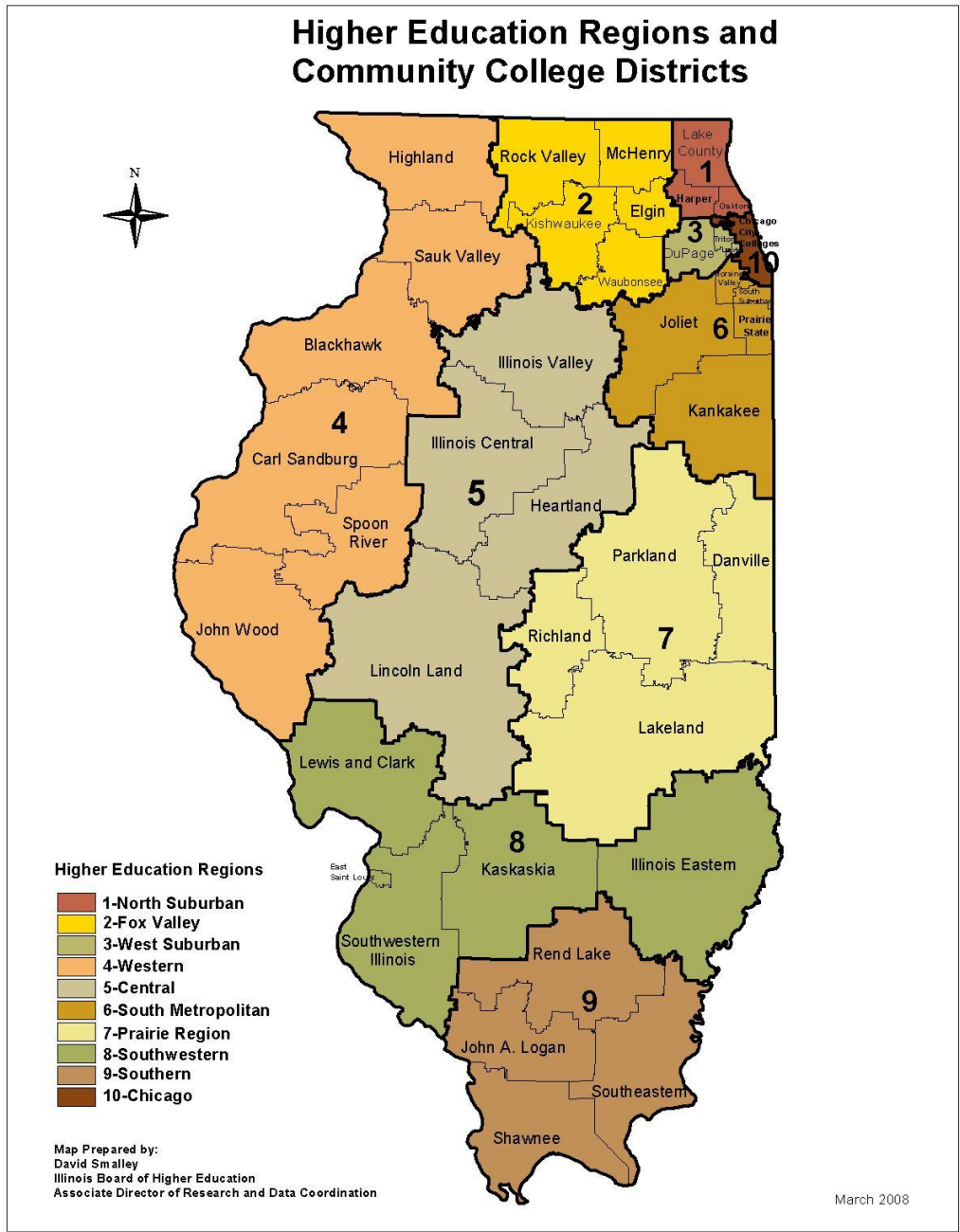
An institution may place any approved program on temporary suspension after receiving Board approval. The institution shall provide an annual status report to the Board on any program under temporary suspension status. The Board will consider a program placed on temporary suspension status to be terminated if an annual status report is not received or if no reinstatement request is received within the first five years after the program was placed on temporary suspension. An institution may petition for reinstatement during the five-year period.

3) Community Colleges

Community colleges may be deemed compliant with the review process by participating in a comparable review required by the Illinois Community College Board. This will not abrogate the Board of Higher Education's authority to request reviews of community college programs.

(Source: Added at 33 Ill. Reg. 78, effective December 23, 2008)

Section 1050.ILLUSTRATION A Map of Regions



(Source: Added at 33 Ill. Reg. 78, effective December 23, 2008)