MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES

Agenda Item Summary Sheet

Committee: Academic and Student Affairs   **Date of Meeting:** April 17, 2013

Agenda Item: Annual Program Inventory Report: Meeting Workforce Needs

☐ Proposed Policy Change	☐ Approvals Required by Policy	☐ Other Approvals	☐ Monitoring

☒ Information

Cite policy requirement, or explain why item is on the Board agenda:
Board Policy 3.36, Part 5 states that, "the chancellor shall maintain the academic program inventory and annually report to the Board of Trustees on the status of the inventory".

Scheduled Presenter(s):
Douglas Knowlton, Vice Chancellor for Academic and Student Affairs
Leslie Mercer, Associate Vice Chancellor
Mary Rothchild, Senior System Director

Outline of Key Points/Policy Issues:
Academic programs prepare students for work, life and citizenship. The listening sessions and responses of the institutions are driving many new program development decisions. Data and information about student interests, employer needs and program duplication form the basis of program development, changes, and sometimes closures. The program development process is a partnership between institutions and the system office. The process is more streamlined and automated than in the past.

Background Information:
The program inventory is the backbone of the program development process; each program includes a Classification of Instructional Programs (CIP) code, the award type (certificate, associate, bachelors, masters), the institution name, and the delivery mode. The inventory is sorted by CIP or by institution.

INFORMATION ITEM

ANNUAL PROGRAM INVENTORY REPORT: MEETING WORKFORCE NEEDS

BACKGROUND

Board Policy 3.36 Academic Programs, Part 5. Academic Program Approval includes the following language (in italics):

Approval of the chancellor is required for new academic programs, changes to existing academic programs, suspension of academic programs, and closure of academic programs at system colleges and universities. In practice this is a shared responsibility between the institutions and the system office. The overview that will be presented will outline the responsibilities of each.

The chancellor shall maintain the academic program inventory and annually report to the Board of Trustees on the status of the inventory. Each program in the inventory contains the name of the institution, the program name, the federal CIP code it has been assigned, the number of credits, the method of delivery, the award type and other information that is used in many other reports and processes. There are more than 3,400 programs in the inventory when counted by institution.

The annual report to the Board will include data and analysis of programs measured against program goals established by the Chancellor. The goals will be based on aligning program offerings to workforce needs statewide, regionally and locally in collaboration with the Department of Employment and Economic Development and the Governor's Workforce Development Council (GWDC), and including data from the State Demographer. This language was added to the policy by the trustees in November, 2011. This annual report that will be presented at the April 2013 board committee meeting will include some but not all of these components; it is expected that the completion of the work of the Itasca group, the Workforce of the Future Workgroup and the ongoing cooperative relationships between the MnSCU system and DEED will provide additional information for future reports. The 2013 report will include information on the workforce listening sessions conducted in 2012 and the subsequent actions that have been taken by the institutions and the system to update and/or create new programs that respond to the identified needs.

Programs need to be responsive to the needs of the workforce. Data and information about student interests, employer needs and program duplication form the basis of program development, changes, and sometimes closures.

Only academic programs approved by the chancellor as recorded in the academic program inventory may be offered by system colleges and universities. The program inventory is the official repository for all approved programs. The inventory is used for financial aid reporting, federal gainful employment accountability, awards conferred, Go Places, and several websites.