

Ohio Board of Regents

THE SPECIFIC STEPS IN THE AUTHORIZATION PROCESS *For* NEW REQUESTS AND FOR FOLLOW UP REVIEWS FOR PROGRAMS PROVISIONALLY AUTHORIZED

Please Note:

The process for seeking approval of a significant change to a current authorization is the Change Request process. Please find the Change Request Form on the Regents website.

The process for seeking Institutional Reauthorization can also be found on the Regents website.

1. Authorization Request Letter Process

- The proposing institution will submit an *Authorization Request Letter*, available on the Regents website, to the Ohio Board of Regents along with a check in the amount of the appropriate fee (See *Fee Structure* information on the Regents website).

2. Proposal Development Overview

1. The proposing institution will develop a proposal using the Regents *Proposal Template*. The *Proposal Template* is available on the Regents website.
2. All proposals must be specific to a program and/or collection of courses, and to a site.
3. The Ohio Board of Regents does not issue blanket authorizations for institutions to cover all programs/offerings. Each request for authorization is separately proposed and reviewed.

4. Proposals that do not use the Regents *Proposal Template* will be rejected by staff.
5. The institution *must* develop the proposal collaboratively with staff and follow the directives of the *Proposal Template*. The template was developed to make the Regents proposal development process more efficient for both the institution and the Regents, in that Regents staff will guide your institution through the proposal development process.
6. The institution will submit the final draft of the proposal electronically when directed to do so by staff, and only at that time.

3. External Review Process

- Review of proposal materials is accomplished in Ohio by external review, i.e., by content experts specific to the discipline/field of the request who are external to Ohio. External consultants must not be directly/indirectly involved with the institution or the request.
- Staff will advise the institution when to submit dates for the site review of the proposal. The review must be held on two consecutive weekdays at the site. Doctoral reviews, i.e., other than first professional or entry level doctoral reviews, must be scheduled for three consecutive weekdays at the site.
- In the event staff determines the request does not merit a site visit review, the review will be accomplished as a paper review in which the review will be performed at a distance. All materials will be sent to the external reviewers via post and/or electronically.
- Staff will identify and contract all review consultants, and will advise all consultants on making travel plans to the site in collaboration with the institution. For more specific information related to the coordination of a site visit, please find *Summary Review Duties & Responsibilities* on the Regents website.
- Staff will provide the institution with additional information and materials related during the coordination of the review.
- Staff will invoice the institution for external consultants' fees for service and all reasonable consultant expenses related to the review. Consultant fees and expenses and other duties and

responsibilities related to reviews are available on the Regents website (see *Summary Review Duties & Responsibilities*).

- External reviewers will submit their determinations on the request to the institution. For site reviews, the exit interview will take place on the last morning period of the review. For paper reviews, this information will be included as an attachment to an email.
- The institution will receive the Consultants' Report on the request.
- The institution will submit an Institutional Response to the Consultants' Report. The institution must respond to the Suggestions and Recommendations of the Report.

4. The Institutional Response Process

- The institution may begin the process of developing a formal response to the *Suggestions and Recommendations of the Exit Interview* after the review team has left the site. A copy of that document will be presented to the institution prior to leaving the site.
- The institution will use the Regents' *Institutional Response Template* for the response. The *Institutional Response Template* can be found on the Regents website.
- The institution's formal response will contain responses to the *Suggestions and Recommendations* identified in the *Exit Interview*. The institution **must** work collaboratively with staff in the development of the *Institutional Response*, and as directed by the *Institutional Response Template*.
- The *Consultants' Report* on the review will be sent to the institution after the site review (typically, within 2 weeks after the site review). The *Exit Interview* draft document delivered to the institution during the site review will comprise the final pages of the *Consultants' Report*.
- The institution may submit to Regents' staff an *Institutional Response* to the *Consultants' Report* anytime after receiving that report.
- Once staff has received the *Institutional Response*, it will be sent back to the review team for their consideration.

5. Board Approval Process

- Upon acceptance of the *Institutional Response* by the review team and Regents' staff, staff will prepare materials for presentation of the proposal to the Program Effectiveness, Research and Technology Committee (PERT) at the next monthly Board meeting of the Ohio Board of Regents.
- This PERT committee of the Ohio Board of Regents considers all proposal materials submitted by staff (i.e., the request for authorization and the supporting proposal materials). The institution will be advised of the date of that meeting. Institutions may consult the Board meeting schedule, are posted on the Regents website (see Meetings). All meeting agendas, i.e., all committee meetings and the Regents' meeting, are posted one week prior to each monthly Board meeting.
- Board meetings are open to the public, and institutional representatives may attend any of the meetings. The monthly Board meetings are divided into two parts:
 - a. All committees meet are held in the morning period (e.g., PERT).
 - b. The Regents meeting is held in the afternoon period.
- Staff will present the institution's proposal to the PERT Committee.
- If the Committee finds no concerns with the proposal, the proposal will be moved to the Regents Consent Agenda for a formal vote at the next monthly meeting. The Regents Consent Agenda, not to be confused with the agendas for committee meetings held during the morning period of a monthly Board meeting, can only be set a month in advance. Therefore, the formal authorization process takes two months to conclude.
- The Regents will vote on the proposal once it is placed on the Regents Consent Agenda. Consent Agenda actions can be found on the Regents website.
- Once approved by the Regents, staff will advise the institution of the Board's action and prepare a *Certificate of Authorization* to be

filed with the Office of the Secretary of State (SOS). A filing fee will be requested at that time.

- The filing fees for the Office of the Secretary of State of Ohio are set by that office. Currently, the fees for filing are as follows:
 - Institutions administratively headquartered in Ohio (Ohio educational corporations): \$50.00.
 - Institutions administratively headquartered outside Ohio (foreign educational corporations): \$150.00.
- Upon receipt of the filing fee, staff will file the new or amended Certificate of Authorization with the Office of the Secretary of State and will send the institution the original *Certificate of Authorization* listing the newly authorized program and delivery site(s). The original Board resolution will also be sent to the institution. The Board resolution will list stipulations as well as timelines of the authorization.

6. **Progress Reports**

- With all new authorizations, yearly *Progress Reports* are mandated for a period of time after program startup (typically for two years).
- The institution will submit yearly *Progress Reports* as prescribed in the Board resolution, along with a check to cover the cost of external review of each *Progress Report* (e.g., the fee is for one day of review by an external consultant and typically, the coordinating consultant who led the original review team). The *Progress Report Template*, available on the Regents website, will be used for that purpose.
- Upon receipt of the *Progress Report* and the consultant fee, the *Progress Report* will be sent out for external review. Staff will provide guidance for developing the *Progress Report*.
- *Progress Reports* submitted without using the Regents template will be rejected.
- Upon acceptance of the *Progress Report* by external review and staff review, the institution will be notified of the acceptance/rejection of the *Progress Report*. If revisions are requested, the *Progress Report* will be sent back to the institution for such revision.

- Final acceptance of the Report will be noted on the Regents website in the *Progress Report Log* as meeting the stipulations of the program authorization resolution. The *Progress Report Log* can be found on the Regents website.
- After submission and acceptance of all mandated *Progress Reports* and any other stipulations listed on the Board resolution, such as a follow up review of the request, the institution's obligations under the Board resolution and review team and staff recommendations will have been satisfied.