**Substantial Modification Workgroup Meeting Agenda**

**Date: May 29, 2024**

**Time 3:00 – 4:00 pm**

Goal for this meeting: Finish our review of both curricular and non-curricular changes and come to an understanding of what the threshold should be, keeping in mind concerns of program duplication, for considering changes substantial.

*Conversations on the process for implementation will be discussed in detail at a later meeting.*

**Meeting Agenda**

Review the different types of changes that are made to existing degrees and certificates and discuss thresholds that make the change substantive.

* 1. Curricular Changes: Required Coursework for the Program
		1. Is there general consensus that when more than 50% of the coursework changes, the program has been substantially modified?
			1. **How should changes to elective courses be considered?**
		2. Is there general consensus that required accreditor/licensure course/curricular changes should be considered a non-substantial change, regardless of the percent change in curriculum and/or if program learning outcomes change?
	2. Curricular Changes: Program Learning Outcomes
		+ 1. **How should Program Learning Outcomes be defined?**
			2. **What is the role of Program Learning Outcomes in determining if a curriculum change is substantial?**
	3. Non-curricular Changes
		1. Admissions requirements for the program
			1. **Are prerequisites considered admissions requirements?**
		2. Existing programs offered off-campus (this type of change must stay in the substantial modification definition in order to properly assess duplication).
			1. **Should the current thresholds stand?**
				1. Currently in regulation: “"Off-campus program" means: (a) More than 1/3 of the required course work in a major field of study leading to an undergraduate or graduate degree or graduate certificate offered by an approved or chartered in-State institution at a location other than the principal location of the sponsoring institution during any 12-month period; or (b) Course work offered at a location other than the principal location of an approved or chartered in-State institution that is advertised as leading to an undergraduate or graduate degree or to a graduate certificate at that location, regardless of the portion of a program offered at that location.”
			2. **Should closed-sites be included in the threshold?**
			3. **Should RHEC program offerings be included in the threshold?**

In our 5/8/24 meeting we reviewed the following changes:

* + - * 1. Modality
				2. CIP Code Changes
				3. Status Changes (program suspensions, reactivations, and discontinuations)
				4. Title Changes
				5. Timing – when a change meets the threshold and requires submission to MHEC