**Substantial Modification Workgroup Meeting Agenda**

**Date: May 8, 2024**

**Time 3:00 – 4:00 pm**

Goal for this meeting: Review 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. 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?**
     2. Modality
        1. **Should modality changes be considered a substantial modification given the impact on program duplication?**
     3. CIP Code changes
        1. **Should a CIP code change – not motivated by changes at the federal level (e.g., new codes released, STEM Opt Extension) – be considered a substantial modification?**
     4. Admissions requirements for the program
        1. **Are prerequisites considered admissions requirements?**
     5. Status Changes (Suspend, reactivate, discontinue a program).
        1. **Should these be considered substantial changes? Would you want these kinds of actions circulated for review?**
     6. Title Change
        1. **When is a title change a substantive modification? In conjunction with another change that doesn’t meet the substantial modification?**
  4. Timing
     1. **Potential consideration: When a change meets the substantive definition since the last approval, review by MHEC is required.**