



Minnesota
STATE COLLEGES
& UNIVERSITIES

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MEMORANDUM

DATE: February 13, 2013

TO: Presidents
Chief Academic Officers
Deans

FROM: Douglas Knowlton, Vice Chancellor of Academic and Student Affairs

Douglas Knowlton

SUBJECT: ASA-2013-05: Expedited Credit-Based Certificate Approval to Meet Workforce Training Needs

While offering individual courses is one way to rapidly respond to workforce needs without system office approval, this memo addresses credit-based-certificate programs that require system office approval and assessment of unnecessary duplication. As colleges and universities respond rapidly to near-term training requests, revised guidelines to expedite the process have been developed.

Criteria in the table below will be used for approval of new program applications that lead to a 9 to 16-credit certificate that responds to a near-term workforce training need requested by employer(s), workforce center or other entities.

Expedited Approval for Certificate Programs				
Type	Unnecessary Duplication Situation	Notice of Intent*	Approval Conditions	Request to Extend
A	Another college/university offers a similar program in the geographic service area ¹	5 days	Program can be offered for one or more cohorts within a 12-month period from start of the first cohort.	Submit a new program application
B	There are no similar programs in the geographic area	Not required	No conditions	Not applicable

*A new program approval notice will be sent to inform system colleges and universities.

¹ For purposes of this memo, geographic service area means a 60-minute commute from the proposed program location to the nearest related program.

Expedited Certificates

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To submit an application use the Program Navigator system and select the *Expedited Certificate* form/change type (see attached). The application must present evidence that there is a near-term training need to offer the program within the current or next semester, but other labor market information and evidence of student interest is not required.

Current certificate policies, procedures and guidelines remain in effect for programs not meeting the expedited criteria. Because they are offered for credit, keep in mind that expedited certificates may include career pathways and course credit transfer.

Attachments

c: Steven Rosenstone, Chancellor
Greg Mulcahy, President - Minnesota State College Faculty
Nancy Black, President - Inter-Faculty Organization
Adam Klepetar, President - Administrative and Service Faculty
Leslie Mercer, Associate Vice Chancellor
ASA Workforce Development and Customized Training Unit
ASA Academic Programs Unit

EXPEDITED CERTIFICATION APPLICATION - SAMPLE

Using Program Navigator, select this form to create a 9 to 16 credit certificate that responds to a workforce training need in the current or upcoming semester requested by employer(s), workforce center or other entities. Program Navigator includes instructions.

ZONE 1: MANDATORY

College/University	Choose... *
Version #	1 *
End Version-Set to "No End"	No End *
Effective Term	Not Specified - Choose a term
Effective End Term	No End
Program Code List	
Program Code	*
Program Status	Program
Level of New Program	Lower Division: Certificate, Diploma, or Associate Degree
Proposed Program: Degree Acronym	CERT

ZONE 2: GENERAL INFORMATION

Award Type	Undergraduate certificate
Award	Undergraduate Certificate
ISRS Short Program Name (Required)	
Program URL	

ZONE 3: PROGRAM ATTRIBUTES

Credits	
Time to completion	
Delivery Mode	<ul style="list-style-type: none"> • <i>Land plus: face-to -face where some online courses may be available or required</i> • <i>Online plus: offered entirely online with face-to -face options available for some/all course sections</i> • <i>Online exclusively: must be completed entirely online; No face-to -face options available</i>
Closed Enrollment	<ul style="list-style-type: none"> • YES • NO
Organization Served	

The Program is Green	<ul style="list-style-type: none"> • Green • Not Green • Unsure
If unsure, explain	

ZONE 4: CURRICULUM

Catalog Description	
Program Learning Outcomes	
Industry or professional certification requirements	

ZONE 5: PROGRAM DUPLICATION

Regional Discussion?	<ul style="list-style-type: none"> • YES • NO
Program Service Area	
Duplicate Programs Summary	
Projected Headcount	<ul style="list-style-type: none"> • <i>under 15 headcount</i> • <i>15-30 headcount</i> • <i>31-40 headcount</i> • <i>over 40 headcount</i>

ZONE 6: ~ NOT APPLICABLE ~

ZONE 7: TRAINING NEED

Program Purpose is Occupational/ Professional?	<ul style="list-style-type: none"> • YES • NO
Near Term Training Need Evidence	
SOC Code #1	
SOC Code #2	

ZONE 8: LOCATION

This is a new location for my college/ university	<ul style="list-style-type: none"> • YES, this is a new location for my college/university • NO, other programs are currently being offered at this location
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ZONE 9: TWO YEAR COLLEGES ONLY

	Faculty Credentials
Credential Name	
Proposed New Credential Field(s)	
	ONLY Career Technical Education Programs:
Career Clusters	

ZONE 10: RISK MANAGEMENT

Risk Management	
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