

Student Data Oversight Committee (SDOC)

Program Code Policies

Academic programs with the same content as programs offered at other institutions must use the same program title. Academic programs with content that is different than existing programs may not use an existing program title.

The U.S. Department of Education's Classification of Instructional Programs (CIP) provides a taxonomic scheme that supports the accurate tracking and reporting of academic programs. The program CIP code must accurately reflect the program content.

Data Governance Policy

Executive Policy, EP 2.215 Institutional Data Governance

Student Data Oversight Committee (SDOC) – A Data Governance Committee subcommittee focused on improving data quality and access and providing guidance on future directions, priorities, and uses of student Institutional Data Systems. The SDOC has the authority to make decisions on student data issues and may recommend to the DGC policies and principles on data management and use.

Proposed Principles for Program Name, Program Description and CIP Code Assignment

1. If a similar ~~the same~~ program exists in the system, use the same name, description and CIP code.
2. If it is different from what currently exists, you cannot use an existing name, description and CIP code.
3. The program name and CIP code should align with the national database of CIP codes.
4. The program curriculum alignment to the national definition is the defining factor in choosing a CIP code.
5. ~~The student ability to understand the name and what the program will entail should be considered.~~ The program name, contents and conferred degree should be in alignment for students' understanding.
6. The program name and CIP code are determined upfront, since it needs board approval. That name cannot be changed (according to current policy) without President's approval. The name, the assigned program code and CIP code should be the same in all public documents.
7. Change in a program name or CIP code should go through a campus approval process before the request to the President is sent.
8. Certificates, concentrations, and other non-BOR approved programs need to be housed under an existing BOR approved program unless specifically exempted in policy.
9. If you want to change a name or CIP code, and other programs are using the same name and CIP code, you must get approval from all affected parties.
10. A substantive change to a program will generate a new program code and require President's approval. A change in CIP code, program name or significant change in curriculum would be a substantive change. A non-substantive change would be an industry-wide or institution-wide change in its focus of its fields, changing to remain current with the terminology, or federally mandated CIP code changes.