

Substantive Change Action Report

Proposal Information:

Proposal Review Date	Thursday, May 20, 2010
Institution	Western University of Health Sciences
Type of Substantive Change	MS in Medical Sciences
Program Name/Location	New Degree Program
ALO	Gary Gugelchuk
WASC Liaison	Teri Cannon
Committee Reviewers	Fran Horvath, Larry Coleman

Findings of the Committee:

Commendations	The panel commends WUHS for developing a program that has the potential to serve underrepresented groups and to contribute to the diversity of the pipeline of students seeking to become health care professionals.
Recommendations	<p>The panel recommends the following:</p> <ol style="list-style-type: none"> 1. That close attention be given to assessing the workload of the faculty teaching in the program to ensure that faculty members in this and other programs have adequate time for teaching, advising, service and scholarship/research. 2. That a careful assessment of advising and academic support services be made during and at the end of the first year of the program to make certain that students are adequately supported, especially given that the targeted student population may require special services to be successful in the program and to achieve their goals as health care professionals. 3. That a detailed analysis of the outcomes of the first year of the program be made in view of the goals for the program, including but not limited to achievement of student learning outcomes, admission of graduates to professional health care educational programs, and tracking of graduates who are not so admitted. <p>Given that students have already been recruited and admitted to the program, WUHS is reminded that it may not start the program until final approval is granted by the Commission.</p> <p>Finally, a report on this program should be added to the Special Visit report for the visit to be conducted in Spring 2013 and will be added to the issues that the team will review at that time.</p>

Committee Action and Date (See Page 2):

<input checked="" type="checkbox"/> Interim Approval on <u>May 20, 2010</u>	<input type="checkbox"/> Refer to Commission (No visit) on _____	<input type="checkbox"/> Fast Track Authorization on _____ Fast Track Expiration Date: _____
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Additional Information (See Page 3):

<input checked="" type="checkbox"/> Notification of Implementation	<input type="checkbox"/> Federal Site Visit Required	<input type="checkbox"/> International Visit Required	<input type="checkbox"/> Fast Track	<input type="checkbox"/> Non Compliance
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Items checked or listed above must be fulfilled in order to finalize Substantive Change approval.



WASC Liaison Signature

Date: May 24, 2010

Commission Ratification and Date (For Institutional Tracking):

Approved on _____

Not Accepted on _____

Once finalized, please record the date that the Commission took action to ratify the approval for this Substantive Change proposal.

Retain this document and attachments for your permanent records.

Committee Actions

Interim Approval:

All substantive change proposals must be ratified by the Commission. The Substantive Change Committee grants interim approval, with final approval taken in the form of ratification by the Commission. Interim approval by the Substantive Change Committee allows the institution to admit students, who would be eligible for financial aid, even as the Committee's decision awaits ratification by the Commission. The institution may advertise the program with the caveat that the program is contingent upon WASC approval, but **classes may not begin until final Commission ratification is received.**

Proceed to Site Visit:

A site visit is typically requested for structural change proposal reviews. The purpose of the site visit is to assess how the proposed change will be implemented, to answer questions identified by the panel and to determine the overall impact of the change on the institution. The findings of the visit will be sent to the institution for correction of errors and will be reviewed by the panel. If the panel finds the team report to be satisfactory, then it will be forwarded to the Structural Change Committee of the Commission for final review. The institution may advertise the program with the caveat that the program is contingent upon WASC approval, but **classes may not begin classes until final Commission approval is received.**

Refer to Commission—No Site Visit:

Certain types of Substantive Changes must be reviewed by the Structural Change Committee before proceeding to the Commission. Typically, a site visit is requested for structural change proposal reviews, but may be waived at the panel's discretion and forwarded directly to the Structural Change Committee for review. This action constitutes Interim Approval by the Substantive Change Committee and allows the institution to enroll students, who would be eligible for financial aid, even as the Committee's recommendation awaits ratification by the Commission. The institution may advertise the program with the caveat that the program is contingent upon WASC approval, but **classes may not begin classes until final Commission approval is received.**

Fast Track Authorization:

With Fast Track Authorization approval, the institution obtains the authority to submit Expedited Proposals that are reviewed by WASC staff only. These abbreviated proposals receive accelerated review for substantive changes within the scope of the approval, and exemption from the six-month, post-implementation site visit. At the end of the exemption period, a sampling of the sites implemented under the Fast Track Authorization is required to be visited, as per Department of Education regulations. Because Expedited Proposals are reviewed and approved by WASC staff, the institution does not need to schedule a review of the report. The institution must submit an application form and payment before for the review can begin. Once the Expedited Proposals has been found to be complete and within the context of the Fast Track authorization granted, the program or site may be implemented.

Additional Information (If Checked)

Notification of Implementation:

Under Standard One, it is the institution's responsibility to notify WASC when a program begins by using the Program Implementation Form. Submission of this form is required to confirm the existence of the program and will trigger inclusion of the program on the Off-Campus Distance Education Report (OCDE) area of the WASC website for purposes of financial aid eligibility verification by the U.S. Department of Education. Failure to notify WASC of the program implementation date within 30 days of the start date will result in the suspension of the program's approval, the need to suspend enrollments, and a potential loss of financial aid for students enrolled in the off-campus/distance education program. Repeated non-compliance with this requirement could also lead to a sanction of the entire institution under Standard One.

Federal Site Visit Required:

Federal law requires a new site be visited within six months of operation if 1) the institution has less than three off-campus locations; and 2) students at an international site are to qualify for U.S. federally funded financial aid under Title IV. If the institution certifies that students enrolled at the international site are not eligible for, and will not be seeking, federal financial aid, then the requirement of a site visit may be waived. In addition to the federally mandated visits, post implementation visits may be required by the Substantive Change Committee.

International Site Visit Required:

Department of Education regulations do not require a visit to international locations if the institution verifies that students at that site will not be seeking U.S. federally funded financial aid; however, the need to ensure the quality at these international sites has been a concern of the Substantive Change Committee. A site visit may be required for at least the first program in a new country within one year of implementation at the discretion of the Committee.

Non-Compliance:

It came to the Committee's attention that students had been enrolled into the program and/or introductory courses were offered prior to receiving WASC approval for the program. Implementing programs (constituting substantive changes) or admitting students into a program that has not been approved is not only a serious violation of WASC substantive change policy and federal regulations; it is also a violation of Standard 1 (see Criterion for Review 1.9). Institutions have a fiduciary responsibility to WASC and to their students to receive requisite approvals before commencing programs. WASC has a legal responsibility to the U.S. Department of Education to assure the integrity of its accredited institutions and to assure that any site where programs are offered, with or without the availability of financial aid, have received the necessary prior approvals. If such a pattern continues in the future, a sanction could be imposed on the institution. Please be sure to obtain all necessary approvals before implementing programs or off-campus locations in the future.