April 4, 2020

To: CAO’s, Virginia Public Higher Education Institutions

From: Joseph G. DeFilippo

Director of Academic Affairs, SCHEV

Subject: Temporary Adjustments to SCHEV Approval Action Submissions

In order to accommodate working conditions at SCHEV and at institutions of higher education during this time of response to the COVID-19 outbreak, the following adjustments to SCHEV processes for making academic program action, organizational change, and mission statement change submissions are in effect immediately and until further notice.

* Submissions:
	+ From now until May 4, withhold all academic programs and program action submissions other than new degree programs, and all organizational change and mission statement change submissions. SCHEV staff will use this time to assess the working environment and deal with current submissions under review.
	+ For new degree programs that were announced in the March Council Agenda Book, full program proposals may be submitted to SCHEV immediately and through the June 1 deadline. New degree program proposals eligible for facilitated approval may also be submitted immediately; there is no deadline for these.
	+ Beginning May 4, institutions should contact SCHEV staff (Dr. Monica Osei for four-year institutions; Dr. Paul Smith for two-year institutions) to establish prioritization of impending institutional submissions (other than new degree programs), including the possibility of “scheduling” them based on the number and type of actions impending.
* Transmission of Submissions to SCHEV:
	+ If institutional staff have access to printing and mailing services on campus, follow the usual SCHEV policy requirements for making submissions, i.e. mail two signed hard copies to SCHEV. **US mail, rather than UPS or FedEx, is recommended.**
	+ If institutional staff do not have access to printing and mailing services on campus, submissions may be made by email to programsubmissions@schev.edu:
		- Each email should be dedicated to a single proposal submission, with the nature of the proposal clearly indicated in the subject line (e.g., “GMU, new BA in Forensic Computing” or “VSU, new Graduate Certificate in Educational Leadership”)
		- There may be separate attachments for separate items (i.e., cover letter, SCHEV cover sheet, proposal, appendices, signature document).
		- Attachments should, whenever possible, be MS Word documents that adhere to SCHEV policy requirements. PDF files are acceptable for items (e.g., original documents and documents that require only a cover page) that require scanning. Attachments should be in order as presented in the document.
	+ For any type of submission, if it is not feasible to procure the CAO’s signature, SCHEV liaisons should include with the submission a “CAO Signature Document” (see instructions appended below).

Chief Academic Officer (CAO) Signature Document

*Instructions:*

* Use the example language below to create a form for your institution; the language may be adjusted for each institution so long as it preserves the two signoffs.
* The SCHEV liaison should procure one signed copy from the CAO, which can be duplicated for multiple uses. The liaison (or other designated document preparer) will sign and date the form and include as a separate scanned document with each submission. The date of the liaison’s signature should match the date of the cover letter.
* In the cover letter and proposal, the CAO’s name should be typed in wherever the CAO signature would normally occur.

*Example language (at minimum) for a CAO Signature Document:*

I acknowledge awareness of the contents of this submission and approve submitting it to the State Council of Higher Education:

(CAO Signature)

I attest that I have prepared the submission in accord with my institution’s due procedures:

(Liaison Signature) (Date)