THE TEXAS A&M UNIVERSITY SYSTEM
DISTANCE EDUCATION PROGRAM PROPOSAL:
ELECTRONIC TO INDIVUDUALS (ONLINE) DELIVERY

(BACHELORS OR MASTERS PROGRAMS ONLY)

Administrative Information

1. Institution:

2. Program to be Offered (Include CIP code):

3. Online Program Description – Describe the program and the educational objectives.

4. Administrative Unit – Identify where the program would fit within the organizational structure of the institution (*e.g., The Department of Electrical Engineering within the College of Engineering*).

5. Proposed Implementation Date – Report the first semester and year that students would enter the program.

6. Contact Person – Provide contact information for the person who can answer specific questions about the program.

   Name:
   Title:
   E-mail:
   Phone:

Format for Existing Bachelors or Masters Degree Program Electronic to Individual (Online Delivery) Request

Step One: For each of the following questions, include the requested information:

- What previously approved programs does your university offer, that are closely related to the new program and how are they related?
- (List the programs within your college/department that are already approved for online delivery.)
- Will significant additional equipment or facilities be needed? If yes, explain.
- Will significant additional financial resources be needed? If yes, explain.
- Will a significant number of new courses be required? If yes, explain.
- Will a significant number of new faculty members be required? If yes, explain.
- Will significant additional library/learning resources be needed? If yes, explain.
- What processes do you have in place that secures that a student registered for a distance education course is the same student who completes and receives credit for it? Explain.

*Note: SACS requires that programs that are a significant departure from those offered when the institution was last evaluated be reported according to SACS. If the answers to these questions reflect a "significant departure" then SACS reporting is required.

Step Two: For each of the following questions, include the requested information:

1. Program Administrative Oversight and Structure:
   - Indentify the person and office directly responsible for the overall management of the offering.

2. Faculty Resources:

   - If the online program will result in additional students, how will faculty resources be provided, that is, hiring additional faculty, reallocating faculty resources from other programs, etc.?

3. Evaluation:

   - How will your institution monitor the quality of the program and student learning outcomes?

   - Describe procedures for evaluation of the program and its effectiveness in the first five years of the program, including admission and retention rates, program outcomes assessments, placement of graduates, changes of job market need/demand, ex-student/graduate surveys, or other procedures.

   - How would evaluations be carried out?

Step Three: Complete, sign and submit with proposal the "Texas Higher Education Coordinating Board Certification Form for Electronically Delivered Programs" on the following page.

Texas Higher Education Coordinating Board

Certification Form for <u>Electronically Delivered</u> and Off-Campus Education Programs

Based on *Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically.*

CURRICULUM AND INSTRUCTION

- Each program or course results in learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded.
- A degree or certificate program or course offered electronically is coherent and complete.
- The program or course provides for appropriate interaction between faculty and student and among students.
- Qualified faculty provide appropriate oversight of the program or course that is offered electronically.
- Academic standards for all programs or courses offered electronically will be the same as those for programs or courses delivered by other means at the institution where the program or course originates.
- Student learning in programs or courses delivered electronically should be comparable to student learning in programs offered at the campus where the programs or courses originate.

INSTITUTIONAL CONTEXT AND COMMITMENT

<u>Role and Mission</u>
- The program or course is consistent with the institution's role and mission.
- Review and approval processes ensure the appropriateness of the technology being used to meet the objectives of the program or course.

<u>Students and Student Services</u>
- Program or course announcements and electronic catalog entries provide appropriate information.
- Students shall be provided with clear, complete, and timely information on the curriculum, course and degree requirements, nature of faculty/student interaction, assumptions about technological competence and skills, technical equipment requirements, availability of academic support services and financial aid resources, and costs and payment policies.
- Enrolled students have reasonable and adequate access to the range of student services and student rights appropriate to support their learning.
- The institution has admission/acceptance criteria in place to assess the extent to which a student has the background, knowledge and technical skills required to undertake the program or course.
- Advertising, recruiting, and admissions materials clearly and accurately represent the program or course and the services available.

<u>Faculty Support</u>
- The program or course provides faculty support services specifically related to teaching via an electronic system.
- The institution assures appropriate training for faculty who teach via the use of technology.

- The institution provides adequate equipment, software, and communications access to faculty to support interaction with students, institutions, and other faculty.

Resources for Learning
- The institution ensures that appropriate learning resources are available to students.
- The institution evaluates the adequacy of, and the cost to students for, access to learning resources and documents the use of electronic resources.

Commitment to Support
- Policies for faculty evaluation include appropriate recognition of teaching and scholarly activities related to programs or courses offered electronically.
- The institution demonstrates a commitment to ongoing support, both financial and technical, and to continuation of the program or course for a period of time reasonable and sufficient for students to complete the course or program.

EVALUATION AND ASSESSMENT

- The institution evaluates the program's or course's educational effectiveness, including assessments of student learning outcomes, student retention, and student and faculty satisfaction.
- At the completion of the program or course, the institution provides for assessment and documentation of student achievement in each course.

On behalf of *(institution)*, I assert that the preceding Coordinating Board criteria have been met for all courses and programs that will be delivered electronically and off-campus face-to-face.

_____   _____

Chief Academic Officer or President   Date

Name:

Title:

THECB 6/2010