**The Texas A&M University System**

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**DISTANCE EDUCATION Program Proposal:**

**oFF CAMPUS – FACE-TO-FACE**

**(Bachelors or MAsters programs only)**

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| Directions: An institution shall use this form to propose an “existing” bachelor’s or master’s degree program they wish to be offered off campus –face-to-face.T his form must be completed and signed by the university president or chief academic officer. Upon completion, attach the “Approval Form” and submit it to the A&M System Office of Academic Affairs at AA-AgendaItems@tamus.eduNote: The A&M University System supports the delivery of bachelors and master’s degree programs through distance education at an off campus location when they meet the following standards:* the program is of high quality,
* it is delivered in a way that preserves this high quality,
* the program meets a well-documented state need, and
* the program can be delivered at a reasonable cost.

Off campus - face to face program requests will be approved through the Office of Academic Affairs if the following conditions are met: * Be an existing degree at an A&M System institution.
* The additional site(s) where the program is to be offered must be within the state of Texas.
* At the proposed site(s), at least 50% of the faculty in the proposed program and at least 50% of the courses in this program are taught by faculty with full-time academic appointments at the A&M System institution offering the program.
* The proposal must adhere to all the THECB requirements, including notification of neighboring institutions of the teaching site or administrative council approval of the Multi-Institution Teaching Center (MITC).

If these conditions are not met then the proposal will need to be approved at the Board of Regents level. Information: Contact the A&M System Office of Academic Affairs.  |

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| **Administrative Information**1. Institution:2. Program to be Offered (Include CIP code):3. Off Campus Program site -  |
| 4. Program/Site Description – Where will the program be delivered? Why was this site chosen? Is this an approved site? Describe the program and the educational objectives. |
|  5. 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*). |
| 6. ProposedImplementation Date – Report the first semester and year that students would enter the program. |
| 7. 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**

**Off Campus – Face-to-Face Request**

**Step One:** There are specific requirements for notification of offering prior to proposal submission.

* Is this degree being offered at a Multi-Institution Teaching Center (MITC)? If so, the university is required to obtain approval from MITC administrative council. Supportive documentation from this approval must be sent to THECB and A&M System Distance Education contacts
* If this degree is not offered at a MITC, then the university must send email notification to area institutions within a 50 mile radius of proposed site. Email notification must be sent at least 60 business days prior to offering and must be copied to the THECB and A&M System Distance Education contacts

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

1. High Quality Program
* Explain how the degree program and its delivery would be considered as a high quality program.
1. State Need
* How does your program meet the needs of the state and locality?
1. Administrative Structure:
* Identify the person/office directly responsible for the overall management of the offering.
1. Financial Implications
* Explain how this program is being delivered at a reasonable cost.
1. Courses
* List the courses involved in the program.
1. Faculty
* List faculty members that will be involved in the program, indicating highest earned degree/institution and their anticipated contribution to the program.
* Specify course(s) each faculty member would teach and their current involvement with the program by the semester the course will be taught.
* How will faculty resources be provided, that is, hiring additional faculty, reallocating faculty resources from other programs, etc. to accommodate the increase in student enrollment?

7. Evaluation

* How will your institution monitor the quality of the program and student learning outcomes for this specific location?
* 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 for this specific location?

**Step Three:** Complete, sign and submit with proposal the “Texas Higher Education Coordinating Board Certification Form for Off Campus Programs.”