**The Texas A&M University System**



**DISTANCE EDUCATION Program Proposal:**

**Electronic to Indivuduals (Online) Delivery**

**(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 via electronic to individual (online) delivery.This 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.eduInformation: Contact the A&M System Office of Academic Affairs at 979-458-7421 (Irma Harper) |

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| **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. ProposedImplementation 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.”