

Distance Doctoral Degree Submissions Updated September 2008

The Coordinating Board has supported the delivery of doctoral programs through distance education 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.

An institution proposing a doctoral program for distance delivery must have approval to offer the program on its own campus. (If it does not, a substantive program proposal needs to be submitted.) The program must be in good standing with all appropriate review and accreditation organizations. It must have sufficient numbers of students in its on-campus program to permit its successful continuation. It must be submitted through the appropriate institutional and system administrative channels.

Format for Distance Doctoral Degree Program Request

For each of the following components, include the requested information as well as any differences between the on-campus program and the proposed distance education program.

- I. Summary of the Request
 - A Degree program area
 - B Degree title designation (e.g., PhD, EdD, etc.)
 - C Program delivery
 - *Will the program be delivered off campus, face to face, and/or electronic media?*
 - *This information should reflect the ways in which the delivery method will impact the proposed program.*
 - D Program site
 - *If the program will be delivered to a specific site, include that information.*

- II. Reason for Request
 - A Program need
 - *Are there similar programs at Texas public and/or independent universities?*

B Program demand

- *What is the job market need?*
- *What is the potential student interest?*

C Program's role

- *What is the program's place in the institution's mission?*

III. Program Description

A Program construction

- *Describe the program, including degree requirements and curriculum*

B Administrative oversight

- *Include a specific emphasis on the delivery mode(s) and include the following information:*
 - 1) *Description of the typical course and its delivery method.*
 - 2) *Description of the presence of text, graphics, video clips, graphical interactions, self-tests, etc.*
 - 3) *Will a course be taught completely on-line or will it be hybrid? If a course or program will include face-to-face meetings, how will they occur?*
 - 4) *What platform will be used to delivery the electronic components of the program?*
 - 5) *How will sustained faculty-student and student-student interaction be facilitated?*
 - 6) *What is the anticipated student-faculty ratio?*

C Administrative structure

- 1) *Identifying the person/office directly responsible for the overall management of the offering.*
- 2) *Identify other responsibilities of the person/office with primary responsibility and any modifications in responsibility made to accommodate the program.*

IV. Relationship to Existing Authorized Doctoral Programs

- A Relationship between proposed distance education program and any existing on-campus program

- *What is the relationship between the proposed distance education program and any relevant existing face-to-face programs or other distance education programs?*

B Student interaction

- *Will electronic and on-campus students interact and, if so, how?*
- *How will distance students' interaction occur?*

V. Expected Enrollment

A Anticipated head count

- *Estimate the anticipated headcount each year for five years.*

B Impact on existing face-to-face program(s)

- *How will the proposed distance education program impact the face-to-face program?*
- *If the proposed program will result in overall enrollment growth, what are the plans for obtaining the non-faculty resources (clerical and administrative assistance, space, equipment, etc.) necessary to support this growth?*

C Student projections

- *How many students are needed to make it feasible to offer the program?*
- *Explain any assumptions used in making the estimates*

VI. Faculty Resources

A Faculty resources

- 1) *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.*
- 2) *If the distance 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) *What training in delivering instruction via distance education do the faculty members currently have or what training will they be given?*
- 4) *What support will be available for the start-up development of the courseware?*

- B Describe equipment, software and connectivity needs for delivery of this program both for students and for the institution.
- C How will students access library resources, including print, electronic, and human.
 - 1) *How will communication with the library and interaction with the library staff and librarians occur?*
 - 2) *Are resources available in a format that is accessible to remote students?*

VII. Financial Support

What extra costs would be associated with distance delivery and how will they be financed?

- A Anticipated costs
 - *Describe how the anticipated cost of training, course preparation, courseware acquisition and development and transmittal will be covered.*
- B Budget
 - *How will any gap between program income and cost be covered?*
- C Financial support
 - *Describe the financial support that will be available to full-time students in the distance program.*

VIII. Additional Distance Delivery Considerations

- A Adherence to *Principles of Good Practice*
 - *Provide a statement from the Chief Academic Officer certifying adherence to Principles of Good Practice as well as Coordinating Board distance education rules and policies.*
- B Delivery modes
 - *Describe the various delivery modes that will be used to deliver coursework and any special arrangements for specific sites where students will meet.*
- C Collaborative arrangements
 - *Describe any collaborative arrangements with other institutions that will be participating in the delivery of this program. Be certain to identify the:*
 - 1) *Responsibilities of each institution.*

- 2) *Process for the credentialing of faculty at each participant site.*
- 3) *Institution awarding credit.*

D Program differences

- *Describe any difference between on-campus and distance delivery:*
 - 1) *Student admission and advisement.*
 - 2) *Qualifying and other exams.*
 - 3) *Independent study.*
 - 4) *Courses and sequencing.*
 - 5) *Library access.*
 - 6) *Discuss the accommodations available for students with special needs to assure accessibility to the course materials, activities, and support services related to the program.*

E Student interactions

- 1) *Describe the orientation process. Beyond the courses, how are students oriented to the services of the institution – library, student support, etc.*
- 2) *Describe how instructor and students will interact throughout the program. Include interactions both in and out of the classroom setting. How is the sense of community developed? As a doctoral program, spell out how you can create a residency equivalent experience.*
- 3) *Residency requirements.*
- 4) *Describe the advisement process throughout the program.*
- 5) *Dissertation requirements and oversight. How do you deal with the mentoring during the dissertation process?*

IX. Evaluation

A Program quality

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

B Participant satisfaction

- *How will student and faculty satisfaction be gauged?*

C Assessment procedures

- *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?*

D Use of assessment

- *How will the results of evaluation be used to improve distance delivery?*