THE TEXAS A&M UNIVERSITY SYSTEM
DISTANCE EDUCATION PROGRAM PROPOSAL:
OFF CAMPUS – FACE-TO-FACE

(BACHELORS OR MASTERS PROGRAMS ONLY)

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.
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.edu

Note: The A&M University System supports the delivery of bachelors and masters 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 at 979-458-7421 (Irma Harper)

*Note: If this is a new site additional reporting is required by SACS.

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. Proposed Implementation 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.
2. State Need
   - How does your program meet the needs of the state and locality?
3. Administrative Structure:
   - Identify the person/office directly responsible for the overall management of the offering.
4. Financial Implications
   - Explain how this program is being delivered at a reasonable cost.
5. Courses
   - List the courses involved in the program.
6. 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" on the following page.

Texas Higher Education Coordinating Board

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