1. PROPOSED PROGRAM TITLE

2. CIP CODE REQUESTED

3. CONTACT PERSON
   Name
   Name of Institution
   Address
   E-mail Address/Phone Number

4. PROPOSED STARTING DATE

5. PROGRAM SUMMARY
   Provide a general description of the proposed program. Include overview of
   any curriculum additions or modifications; program costs; faculty resources,
   library resources, facilities and equipment; purpose of the program; and any
   information that will serve as introduction to the program.

   List degree programs or emphasis areas currently offered at the institution that
   supports the proposed program.

6. NEED FOR THE PROGRAM
   (Submit Employer Needs Survey Forms)
   Provide survey data (number not percentage) on student interest (number of
   students planning to enroll), job availability, corporate demands and
   employment/wage projections. Focus mostly on state needs and less on
   regional and national needs, unless applicable to the program.

   Survey data can be obtained by telephone, letters of interest, student inquiry, etc.
   Focus mostly on state needs for undergraduate programs; and state, regional and
   national needs for graduate programs.

   Provide names/types of organizations/businesses surveyed.

   Letters of support should address the following when relevant: the number of
   current/anticipated job vacancies, whether the degree is desired or required for
   advancement, the increase in wages projected based on additional education, etc.

   Indicate if employer tuition assistance is provided or other enrollment incentives.

   Describe what need the proposed program will address and how the
   institution became aware of this need.
   [It would be good here if the institution would address how the program
   came to be—whether institution- or employer-driven.]
   Indicate the composition of the program advisory committee, including the
   number of members, professional background of members, topics to be considered
   by the members, meeting schedule (annually, bi-annually, quarterly), institutional
   representative, etc.

   Indicate the projected number of program enrollments for Year 1 through
   Year 3.
Indicate the projected number of program graduates in 3-5 years.

7. CURRICULUM

Provide curriculum outline by semester (course number/title).
(For bachelor's degree program, submit the 8-semester degree plan.)

Give total number of semester credit hours required for the program, including prerequisite courses.

Identify new courses (in italics) and provide course descriptions.
Identify required general education courses, core courses and major courses.
For each program major/specialty area course, list the faculty member assigned to teach the course.
Identify courses currently offered by distance technology (with an asterisk).
Indicate the number of contact hours for internship/clinical courses.
State program admission requirements.
Describe specified learning outcomes and course examination procedures.
Include a copy of the course evaluation to be completed by the student.

Include information received from potential employers about course content.

Provide institutional curriculum committee review/approval date for proposed program.

8. FACULTY

List the names and credentials (college/university awarding degree; degree level; degree field; subject area courses faculty currently is teaching/will teach) of all faculty teaching courses in the proposed program. (For associate degrees and above: A minimum of one full-time faculty member with appropriate academic credentials is required.)

Total number of faculty required for program implementation, including the number of existing faculty and number of new faculty. For new faculty provide the expected credentials/experience and expected hire date.

For proposed graduate programs: Provide the curriculum vita for faculty teaching in the program, and the expected credentials for new faculty and expected hire date. Provide the projected startup costs for faculty research laboratories, and the projected number of and costs for graduate teaching and research assistants.
9. DESCRIPTION OF RESOURCES

Current library resources in the field
Current instructional facilities including classrooms, instructional equipment and technology, laboratories (if applicable)
New instructional resources required, including costs and acquisition plan

10. NEW PROGRAM COSTS – Expenditures for the first 3 years

New administrative costs (number and position titles of new administrators)
Number of new faculty (full-time and part-time) and costs
New library resources and costs
New/renovated facilities and costs
New instructional equipment and costs
Distance delivery costs (if applicable)

Other new costs (graduate assistants, secretarial support, supplies, faculty development, faculty/students research, program accreditation, etc.)

No new costs required for program implementation (Provide explanation)

11. SOURCES OF PROGRAM FUNDING – Income for the first 3 years of program operation

If there will be a reallocation of funds, indicate from which department, program, etc.

Indicate the projected annual student enrollment and expected annual tuition/fees for the proposed program (Provide the amount of student tuition per credit hour)

Indicate the projected annual state general revenues for the proposed program (Provide the amount of state general revenue per student)

Other (grants [list source & amount of grant], employers, special tuition rates, mandatory technology fees, program specific fees, etc.)

12. ORGANIZATIONAL CHART REFLECTING NEW PROGRAM

Proposed program will be housed in (department/college)

13. SPECIALIZED REQUIREMENTS

Specialized accreditation requirements for program (name of accrediting agency)
Licensure/certification requirements for student entry into the field
Provide documentation of Agency/Board approvals (education, nursing--initial approval required, health-proessions, counseling, etc.)

14. BOARD OF TRUSTEES APPROVAL
   Provide the date that the Board approved (or will consider) the proposed program.
   Provide a copy of the Board meeting agenda that lists the proposed program. (This would be good, but is not currently provided; also, need evidence the program was approved by the Board, not just listed on the Board agenda.)

15. SIMILAR PROGRAMS
   List institutions offering program
      Proposed undergraduate program – list institutions in Arkansas
      Proposed master’s program – list institutions in Arkansas and region
      Proposed doctoral program – list institutions in Arkansas, region, and nation

   Why is proposed program needed if offered at other institutions in Arkansas or region?

   List institutions offering a similar program that the institution used a model to develop the proposed program.

   Provide a copy of the e-mail notification to other institutions in the state of the proposed program and their responses; include your reply to the institutional responses.

16. DESEGREGATION
   State the total number of students, number of black students, and number of other minority students enrolled in related degree programs (if applicable)

17. INSTITUTIONAL AGREEMENTS/MEMORANDUM OF UNDERSTANDING (MOU)
   If the courses or academic support services will be provided by other institutions or organizations, include a copy of the signed MOU that outlines the responsibilities of each party and the effective dates of the agreement.

18. PROVIDE ADDITIONAL INFORMATION IF REQUESTED BY ADHE STAFF

19. INSTRUCTION BY DISTANCE TECHNOLOGY
If the proposed program will be offered by distance technology, provide the following information:

Summarize institutional policies on the establishment, organization, funding and management of distance courses/degrees.

Describe the internal organizational structure that coordinates (development, technical support, oversight) distances courses/degrees.

Summarize the policies and procedures to keep the technology infrastructure current.

Summarize the procedures that assure the security of personal information.

Provide a list of services that will be outsourced to other organizations (course materials, course management and delivery, technical services, online payment, student privacy, etc.)
PROPOSAL – 1D
NEW DISTANCE TECHNOLOGY DEGREE/PROGRAM

Definitions

Distance technology (e-learning) – When technology is the primary mode of instruction for the course (50% of the course content is delivered electronically).

Distance program – When at least 50% of the major courses are delivered via distance technology.

Distance instruction – When a course does not have any significant site attendance, but less than 50% of the course is delivered electronically, e.g., correspondence courses.

PROPOSED DEGREE TITLE

CIP CODE REQUESTED

CONTACT PERSON
  Name
  Position Title
  Name of Institution
  E-mail
  Telephone

PROPOSED STARTING DATE

PROGRAM SUMMARY

Provide a general description of the proposed program, including program costs, available resources, and purpose for offering the program.

INSTITUTIONAL READINESS AND COMMITMENT

Provide the total number of courses by department/subject area offered by distance technology and the total number of student enrollments/headcount enrollment for distance technology courses. (last year) (current year)

Indicate the proportion of distance technology courses taught by adjunct faculty: (number) (%)

List the certificates/degrees currently offered by distance technology.

Summarize institutional policies on the establishment, organization, funding and
management of distance technology courses/degrees.

Describe the internal organizational structure that coordinates (development, technical support, oversight) distance technology courses/degrees.

Summarize the policies and procedures to keep the technology infrastructure current.

Summarize the procedures that assure the security of personal information.

Provide a list of services that will be supplied by consortia partners or outsourced to another institution/organization (faculty/instructional support, courses, course materials, course management and delivery, library-related services, bookstore services, services providing information to students, technical services, administrative services, online payment arrangements, student privacy consideration, services related to orientation, advising, counseling or tutoring, etc.) Include the draft contract/MOU for each partner/institution/organization offering faculty/instructional support for the proposed program. Also, include the responsibilities of each party and the effective date of the proposed agreement.

CURRICULUM AND INSTRUCTION

Provide institutional curriculum committee review/approval date for proposed distance technology program.

Describe the instructor-to-student and student-student interaction for the distance course/degree program (prerequisite courses, lab requirements, examination procedures-online/proctored, instructor response to student assignments).


Indicate all class interaction modes: (electronic bulletin boards, e-mail, telephone, fax, chat, blog, other-specify).

Describe the instrument used to measure the success of the program's interactive component.

Provide the list of courses (course number/title) in the proposed certificate/degree program currently offered by distance technology.

Provide the course syllabus for each distance technology course for the proposed program and indicate the maximum class size for each distance course.

Provide curriculum outline by semester. (Identify *new courses and courses offered by distance technology. Provide new course descriptions.)
Identify required general education courses, core courses and major courses. Indicate contact hours required for internship/clinical courses.

State total number of semester credit hours required for the program.

Provide the plan for student access to all courses necessary to complete the degree.

State program admission requirements.

FACULTY

List the names and credentials (college/university awarding degree; degree level; degree field; subject area faculty is currently teaching) of all faculty teaching courses in the proposed program. (For associate degrees and above: A minimum of one full-time faculty member with appropriate academic credentials is required.)

Total number of faculty required (number of existing faculty, number of new faculty). For new faculty provide the expected credentials/experience and expected hire date.

For proposed graduate programs provide the curriculum vita for faculty teaching in the program, and the expected credentials for new faculty and expected hire date.

FACULTY AND INSTRUCTIONAL SUPPORT

Describe the orientation and training required of faculty and support staff working directly with students enrolled in distance technology courses/programs.

Explain the faculty’s function in providing oversight of the distance delivered course/degree program (course evaluation and modification).

List the names and credentials of all faculty teaching major and core courses in the proposed program.

Explain the role of the instructional designer for the distance technology course/degree program.

Explain the role of the technologist(s) for the distance technology course/degree program (help provided to faculty and students).

Describe the selection, use of, and experience in a distance technology learning environment for student mentors, tutors, and instructional aids.

Summarize the plan for faculty workload, compensation and ownership of intellectual property.
STUDENT SUPPORT

Describe how institutional admission requirements are verified.

How are students informed of course/degree requirements including access to technology, technical competencies, program cost, curriculum design, timeframe for course offerings, library and learning services, orientation on the nature of and personal discipline required for learning in an anytime/anywhere environment?

Describe the online student services provided (orientation, advising, registration, financial aid, course withdrawal, e-mail account, access to library resources, helpdesk, etc.).

Provide a link to the online student orientation handbook or an outline of the topics covered.

Describe steps taken to retain students (intervention regarding student progress, tutoring, career counseling and placement, academic advising).

EVALUATION AND ASSESSMENT

Describe how the institution reviews the effectiveness of its distance technology courses/degrees to assure alignment with educational objectives and institutional priorities. List the measures used to determine overall effectiveness.

Describe how assessment activities related to distance delivery are integrated into the institutional assessment process. What are the administrative and procedural links between the evaluation of distance technology courses/degrees and all academic programs?

Describe the process used to evaluate student achievement of intended outcomes. If proctoring is used, what are the procedures for selecting proctors, establishing student identity, assuring security of test instruments, administering the examination, and assuring secure and prompt evaluation.

Provide a link to the student satisfaction survey form for evaluation of distance technology courses/degree programs.

Submit the institutional responses to the Best Practices for Electronically Offered Degree and Certificate Programs included in the Higher Learning Commission Handbook of Accreditation.
FINANCIAL INFORMATION

Provide the program budget for the first 3 years of program operation.

Demonstrate that the program budget includes sufficient resources for maintaining a high level of support staffing, the appropriate number of faculty, current operating learning systems, and continuous updating of appropriate technology used in the distance technology learning environment (tuition, technology fee, etc.).

List sources of funding.
  Tuition and fees (projected number of students multiplied by tuition/fees)
  State revenues (projected number of students multiplied by state general revenues)
  Other (grants, employers, special tuition rates, mandatory technology fees, program specific fees, etc.)

NEED FOR THE PROGRAM

Provide data on job availability, corporate demands, and wage projections.

Provide names/types of organizations/businesses surveyed.

(Survey data can be obtained by telephone, letters of interest, student inquiry, etc. Provide a copy of the survey instrument, summary of survey results, and date survey conducted.)

STUDENT DEMAND/INTEREST

Document student demand for the proposed program.

(Survey data can be obtained by telephone, student inquiry, etc. Provide a copy of the survey instrument, summary of survey results, and date survey conducted.)

Indicate the number of students expected to enroll in the proposed program annually over the first three years and projected number of graduates in 3-5 years.

SPECIALIZED REQUIREMENTS

Specialized accreditation requirements for program (name of accrediting agency).

Licensure/certification requirements for student entry into the field.
Provide documentation that proposed program (education, nursing, health-professions, counseling, etc.) has been approved for distance technology delivery by licensure/certification board/agency, if required.

[Provide documentation that other state agencies have been contacted about their program review/approval process for delivery of distance technology programs.]

Submit a copy of the written notification (e-mail) to the Higher Learning Commission (HLC) if the proposed distance technology program will be offered 50% asynchronously. If HLC requires a focused visit, please submit the scheduled review date.

BOARD OF TRUSTEES APPROVAL

Provide date that the institutional Board of Trustees approved the proposed distance technology program.

SIMILAR PROGRAMS

List institutions offering program (on-campus or via distance technology)
  Proposed undergraduate program – list institutions in Arkansas
  Proposed master’s program – list institutions in Arkansas and region
  Proposed doctoral program – list institutions in Arkansas, region and nation

Why is the proposed program needed if offered by distance technology at other institutions in Arkansas or region?

Provide a copy of the written notification (e-mail) to other institutions in the area of the proposed distance technology program and their responses.

PROVIDE ADDITIONAL INFORMATION REQUESTED BY ADHE STAFF.
PROPOSAL – 2
NEW ACADEMIC ADMINISTRATIVE UNIT

1. PROPOSED NAME OF ADMINISTRATIVE UNIT

2. CONTACT PERSON
   Name
   Name of Institution
   Address
   E-mail Address
   Phone Number

3. PROPOSED EFFECTIVE DATE

4. JUSTIFICATION FOR ESTABLISHING PROPOSED ADMINISTRATIVE UNIT
   Provide a general description (need, purpose) of the proposed administrative unit.
   Include the projected annual budget for administrative and faculty resources,
   facilities and equipment, and the sources of funding for Year 1 through Year 3.

   a. Indicate the new administrative positions required (position title, position
      salary, full-time/part-time position, total number of positions); and the
      expected employment date for each position.

   b. Describe required instructional facilities and equipment, and the projected
      costs and source of funding. Include the facility address, if facility will be
      located off-campus.

   c. Provide the current and proposed institutional organizational chart.

   d. List existing certificates and degree programs that will be housed in the proposed unit
      and the total number of students currently enrolled in each of these programs.

   e. Provide the total number of existing faculty (full-time and part-time) that will teach
      courses required for the existing certificates and degrees that will be housed in the
      proposed unit.

   f. List new certificates and degree programs that will be proposed over the next 3-5
      years that will be housed in the proposed unit.

   g. Provide the rationale for proposing the establishment of the proposed administrative
      unit; and written documentation from internal and external sources on the need for the
      proposed unit and new programs.

5. BOARD OF TRUSTEES APPROVAL
   Provide the date that the institutional Board of Trustees approved the proposed
   administrative unit, or the date that the Board will consider the proposal.

6. PROVIDE ADDITIONAL INFORMATION IF REQUESTED BY ADHE STAFF
1. PROPOSED NAME OF OFF-CAMPUS INSTRUCTION CENTER

2. CONTACT PERSON

   Name
   Name of Institution
   Address
   E-mail Address
   Phone Number

3. PROPOSED STARTING DATE

4. PROPOSED LOCATION
   Indicate institution or city/state and distance from main campus.

5. JUSTIFICATION FOR ESTABLISHING PROPOSED OFF-CAMPUS INSTRUCTION CENTER

   Provide a general description (need, purpose) of the proposed off-campus instruction center. Include the projected annual budget for administrative and faculty resources, facilities and equipment, and the sources of funding.

   Provide the current and proposed institutional organizational chart.

   List existing courses and degree programs that will be offered at the off-campus location. Provide the course schedule (by semester/year) for the courses that will be offered at the off-campus location which will allow students to complete the degree in a timely manner.

   Provide the projected annual student enrollment for the proposed off-campus courses and degrees.

   Why is the proposed center needed if other Arkansas institutions are located in the area? Provide documentation.

   **Provide a copy of the written notification to other institutions in the area of the proposed off-campus center and their responses.**

6. BOARD OF TRUSTEES APPROVAL

   Provide the date that the institutional Board of Trustees approved the proposed off-campus instruction center.
7. INSTITUTIONAL AGREEMENTS

Provide a copy of the signed agreement (MOU) for off-campus course/degree delivery between two or more partner institutions.

For new instructional facilities, provide the proposed terms (number of years) of the facilities lease/purchase agreement.

8. ACCREDITATION

Describe Higher Learning Commission-NCA requirements for accreditation of the off-campus instruction center.

9. PROVIDE ADDITIONAL INFORMATION REQUESTED BY ADHE STAFF
1. **PROPOSED PROGRAM TITLE**
   If new program title, provide the title of degree program on inactive status.

2. **CIP CODE REQUESTED**

3. **CONTACT PERSON**
   Name
   Name of Institution
   Address
   E-mail Address
   Phone Number

4. **PROPOSED STARTING DATE**

5. **JUSTIFICATION FOR REACTIVATION OF PROGRAM**
   Provide a general description (need, purpose) of the proposed program.
   Include overview of curriculum additions or modifications; program costs;
   faculty resources, library resources, facilities and equipment; purpose of the
   program; and any information that will serve as introduction to the program.

   Describe changes in circumstances that support reactivation of the program, and the
   institutional commitment to providing adequate resources to support the program.

   List existing degree programs that support the proposed program.

6. **NEED FOR THE PROGRAM**
   Provide survey data (number not percentage) on student interest (number of
   students planning to enroll), job availability, corporate demands and
   employment/wage projections. Focus mostly on state needs and less on
   regional and national needs, unless applicable to the program.

   Survey data can be obtained by telephone, letters of interest, student inquiry, etc.
   Focus mostly on state needs for undergraduate programs; and state, regional and
   national needs for graduate programs.

   Provide names/types of organizations/businesses surveyed. Indicate if employer
   tuition assistance is provided or other enrollment incentives.

   Letters of support should address the following when relevant: the number of
   current/anticipated job vacancies, whether the degree is desired or required for
   advancement, the increase in wages projected based on additional education, etc.
7. CURRICULUM OUTLINE

Provide curriculum outline by semester
Give total number of semester credit hours required for the program
Identify new courses (provide course descriptions)
Identify required general education courses, core courses and major courses
Identify courses currently offered via distance technology
State program admission requirements
Describe specified learning outcomes and course examination procedures.
Include a copy of the course evaluation to be completed by the student.

8. FACULTY

List the names and credentials of all faculty teaching courses in the proposed
program. (For associate and above: A minimum of one full-time faculty
member with appropriate credentials is required.)

Total number of faculty required (number of existing faculty, number of new
faculty). For new faculty provide the expected credentials/experience and
expected hire date.

For proposed graduate programs provide the curriculum vita for faculty
teaching in the program, and the expected credentials for new faculty and
expected hire date.

9. DESCRIPTION OF RESOURCES

Current library resources in the field
Current instructional facilities including classrooms, instructional equipment
and technology, laboratories (if applicable)
New resources required, including costs and acquisition plan

10. NEW PROGRAM COSTS – Expenditures for the first 3 years of program operation

New administrative costs
Number of new faculty (full-time and part-time) and costs
New library resources and costs
New/renovated facilities and costs
New instructional equipment and costs
Distance delivery costs (if applicable)

Other new costs (graduate assistants, secretarial support, supplies, faculty
development, faculty/students research, etc.)

No new costs (Explain)
11. **SOURCES OF FUNDING** – Income for the first 3 years of program operation

- Reallocation from which department, program, etc.
- Tuition and fees (projected number of students multiplied by tuition/fees)
- State revenues (projected number of students multiplied by state general revenues)
- Other (grants, employers, special tuition rates, mandatory technology fees, program specific fees, etc.)

12. **ORGANIZATIONAL CHART REFLECTING NEW PROGRAM**
   Proposed program will be housed in (department/college)

13. **SPECIALIZED REQUIREMENTS**

   - Specialized accreditation requirements for program (name of accrediting agency)
   - Licensure/certification requirements for student entry into the field

   Provide documentation of Agency/Board approvals (education, nursing--initial approval required, health-professions, counseling, etc.)

14. **BOARD OF TRUSTEES APPROVAL**
   Provide the date that the Board approved the proposed program

15. **SIMILAR PROGRAMS**

   List institutions offering program
   - Proposed undergraduate program – list institutions in Arkansas
   - Proposed master’s program – list institutions in Arkansas and region
   - Proposed doctoral program – list institutions in Arkansas, region, and nation

   Why is proposed program needed if offered at other institutions in Arkansas or region?

   Provide a copy of the written notification to other institutions in the area of the proposed program and their responses.

16. **DESEGREGATION**

   State the total number of students, number of black students, and number of other minority students enrolled in related degree programs (if applicable)

17. **INSTITUTIONAL AGREEMENTS/MEMORANDUM OF UNDERSTANDING (MOU)**

   If the courses or academic support services will be provided by other institutions or organizations, include a copy of the signed MOU that outlines the responsibilities of each party and the effective dates of the agreement.

18. **ADDITIONAL INFORMATION REQUESTED BY ADHE STAFF**