

TEXAS TECH UNIVERSITY
DISTANCE LEARNING AND OFF-CAMPUS SITE PROGRAM PROPOSAL

- I. Title of program** (e.g. English, Secondary Teaching Certificate, Business Administration)
- II. Degree offered** (A.A.S., A.A., BA, BS, BBA, M.Ed., MBA, MA, MS, etc.)
- III. Timeline for offering the degree** (Beginning date, courses per term, end date; continuous offering or cohort-based offering)
- IV. Brief description of degree and curriculum** (brief narrative of academic program)
- V. Evidence of long-term need for each program in terms of student demand** (marketing analysis of regional or state-wide student demand, THECB approved programs, state occupational data, institutional data, etc.)
- VI. Evidence of institutional capacity to assure the students can make continuous progress toward their degree** (Institutional faculty staffing adequacy, regional part-time adequacy, facility and technology adequacy, institutional commitment, etc.)
- VII. Strategy for providing comparable on-campus support to distance and off-campus learners** (standards for admission, enrollment, registration, financial aid, availability of faculty for on-site or internet office-hours, institutional and regional library resources, administrative support personnel to provide on-site services, training for support staff who will work with distance or off-campus learners, quality control measures, etc.)
- VIII. Strategies for scheduling courses to meet degree requirements for distance and off-campus learners** (sequencing of course delivery, method of delivery, etc.).
- IX. Degree plan** (required curriculum for degree completion; under-division courses required but not currently offered by regional community college; recommended four year program for undergraduates; recommended term-by-term program for graduate students;).
- X. Degree courses** (list each course number, title and description) from current institutional catalogue)
- XI. Learning outcomes and assessment processes for courses and program** (list expected outcomes and methods/frequency of assessment)

- XII. Faculty** (list faculty names, ranks, degrees and dates received, areas of teaching expertise. Number of graduate hours in subject if teaching in a field other than degree field)
- XIII. Accreditation of the program** (list specific accreditation of degree program, e.g. International Association of Management Education, Commission on Collegiate Nursing Education, State Board of Education Certification, Council on Social Work Education, etc.)
- XIV. Established departmental procedures in place for assessment and accountability of program** (faculty continuing education requirements and evaluation processes, student evaluation processes, assessment processes, academic advisory board, etc.)
- XV. Required library and instructional support resources** (list electronic and collection needs required to be available on-site or via distance learning; list proposed technology support to produce internet based classes or use video conferencing; list other required resources for instruction, e.g. drafting equipment, faxes, copy machines, video conferencing, lcd's, slide projectors, lab equipment and models).
- XVI. Any other information unique and necessary to describe the quality, accountability and need for the program** (career development and placement opportunities for degree recipients, internship and service learning opportunities)
- XVII. Estimate enrollment for each of the next five years beginning with, first term and then Fall through Summer II.**
- XVIII. Estimate cost at various levels of expected enrollment projected in XVII.** (e.g. Year 1 – projected 10 new students – cost of faculty salaries, technology resources; library additions; any other instructional costs to department or other Tech entities; Year 2 - projected 20 new students - cost of faculty salaries, technology resources; library additions; any other instructional costs to department or other Tech entity.)