

**PLANNING PROCESSES
FOR DISTANCE LEARNING AND OFF-CAMPUS
ENDORSEMENT, CERTIFICATE AND DEGREE PROGRAMS
See OP 36.01, 36.04, 36.06**

Departmental Processes

- Faculty initiative to begin design of program
 - Consult OP 36.01, 36.04, 36.06
 - Contact Office of the Provost early in the process for:
 - Off-campus site proposals (Bob Hickerson)
 - Distance Learning proposals (Rosslyn Smith)
 - Meet with interested faculty and chairperson
 - Look at similar programs for ideas
 - Consult College and University Strategic Plans and think about how your proposal fits in these.
 - Begin to draft academic details (modality, faculty, workload, rotation, etc.)
 - Chairperson to discuss with Dean
- Early Analysis of Demand for Program
 - Review THECB list of approved programs in relevant disciplines
 - Conduct analysis of student interest (regional or state-wide)
 - Consider collaboration within TTU, with HSC, or with other institutions or consortia
- Proposal Preparation
 - See TTU Distance Learning and off-campus site Program Proposal attached and consult Ops 36.01, 36.04, 36.06 once more

College Processes

- Approval of appropriate College committees
- Approval of Dean

University Processes

- Approval of Graduate Council (if graduate program)
- Approval of Academic Council (for undergraduate and graduate programs)
- Provost's Office submits Board of Regents agenda item for approval of degree programs (certificates and endorsements are approved by the Provost)

External Notification and Approval Processes

- All external notification and approval processes are initiated by the Provost's Office, and include:
 - Texas Higher Education Board notification and approval
 - Higher Education Regional Council "Peer Institution" notification
 - SACS notification and approval

Once the Program is Approved

- Allow time for:

Curriculum development and production, especially for electronically delivered or enhanced courses

Filing [“Principles of Good Practice/Copyright Compliance Form for Distance Learning Courses and Program”](#)

Scheduling video conferencing and off-campus site facilities if needed

Publication development and on-line marketing strategies

Recruitment Activities

Student submission of applications

Admissions

Registration

Financial Aid