Texas Tech University
Format for Off-Campus and Distance Certificate, Baccalaureate and Master’s Degree Program Requests

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

I. Summary of the Request
   A. Degree program area
   B. Degree title designation (e.g., Ph.D., Ed.D., 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?

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) 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?

2) What platform will be used to deliver the electronic components of the program?

C. Administrative structure

1) Identify the person/office directly responsible for the overall management of the offering.

IV. Relationship to Existing Authorized Programs

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

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

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 off-campus/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) 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.?
2) What training in delivering instruction via distance education do the faculty members currently have or what training will they be given?

3) What support will be available for the start-up development of the courseware?

VII. Financial Support

What extra costs would be associated with off-campus/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 off-campus/distance program.

VIII. Additional Distance Delivery Considerations

A. Adherence to Principles of Good Practice
   • Provide a statement from the dean of the college certifying adherence to Principles of Good Practice as well as Coordinating Board off-campus/distance education rules and policies.

B. 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

C. Program differences
   • Describe any difference between on-campus and off-campus/distance delivery:
     1) Student admission and advisement
     2) Exams
     3) Courses
     4) Library access
5) Discuss the accommodations available for students with special needs to assure accessibility to the course materials, activities, and support services related to the program.

D. Student interactions

1) Describe the orientation process to the courses, as well as 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?

IX. Evaluation

A. Program quality

- How will you 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 off-campus/distance delivery?