**Texas Higher Education Coordinating Board**

**Proposed Additional Delivery Site(s) for**

**Distance Education Doctoral Programs**

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| Directions: An institution shall use this form to propose additional delivery sites for distance education doctoral programs.  This form requires the signature of the Chief Executive Officer, certifying adequacy of funding.  Information: Contact the Workforce, Academic Affairs and Research Division at 512/427-6200. |

**Administrative Information**

|  |
| --- |
| 1. Institution: |
| *Show how the program would appear on the Texas Higher Education Coordinating Board’s program inventory [e.g., Doctor of Philosophy (Ph.D.) in Electrical Engineering].*  2. Program Name: |
| 3. Program CIP Code: |
| *Describe how the program will be delivered: off-campus face-to-face or off-campus electronic-to-group*  4. Program Delivery: |
| *Include information as to where the program will be delivered.*  5. Program Site: |
| *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. Administrative Unit: |
| *Report the first semester and year that students would enter the program.*  7. ProposedImplementation Date: |
| *Provide contact information for the person who can answer specific questions about the program.*  8. Contact Person:  Name:  Title:  E-mail:  Phone: |

**Signature**

1.Adequacy of Funding – The chief executive officer shall sign the following statement:

*I certify that the institution has adequate funds to cover the costs related to the additional delivery site(s). Furthermore, the additional site(s) will not reduce the effectiveness or quality of existing programs at the institution*.

Chief Executive Officer Date

**Additional Delivery Site(s) Approval Form**

The Texas Higher Education Coordinating Board has supported the delivery of doctoral programs through distance education 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.

An institution that currently has authority to offer a doctoral program either off-campus face-to-face or electronic-to-group may add additional delivery sites with the approval of the Commissioner of Higher Education or the Commissioner’s designee. The program must be in good standing with all appropriate review and accreditation organizations. It must have sufficient numbers of students at its existing sites. It must be submitted through the appropriate institutional and system administrative channels.

**Format for Additional Delivery Site Approval**

**For each of the following components, include the requested information.**

1. **Summary of the Request**
   1. Degree program area
   2. Degree title designation (e.g., PhD, EdD, etc.)
   3. Program delivery
   4. Will the program be delivered off-campus face-to-face or off-campus electronic-to-groups?
   5. This information should reflect the ways in which the delivery method will impact the proposed program.
   6. Program site
   7. If the program will be delivered to a specific site, include that information.
2. **Reason for Request**
   1. Program need
   2. Are there similar programs at Texas public and/or independent universities?
   3. Program demand
   4. What is the job market need?
   5. What is the potential student interest?
3. **Administration**
   1. Administrative oversight
   2. Include a specific emphasis on the delivery mode(s) and include the following information:
   3. How will sustained faculty-student and student-student interaction be facilitated?
   4. What is the anticipated student-faculty ratio?
   5. Administrative structure
      1. Identify the person/office directly responsible for the overall management of the offering.
      2. Identify other responsibilities of the person/office with primary responsibility and any modifications in responsibility made to accommodate the program.
4. **Relationship to Existing Authorized Doctoral Programs**

What is the relationship between the current distance education program, any existing face-to-face programs, and proposed additional delivery site(s)?

1. **Expected Enrollment**
   1. Anticipated head count
   2. Estimate the anticipated headcount each year for five years.
   3. Impact on existing face-to-face program(s) and distance education site(s)
   4. How will the proposed delivery site(s) impact the existing site(s) and/or face-to-face program?
   5. If the proposed site(s) 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?
   6. Student projections
2. How many students are needed to make it feasible to offer the program at the proposed site(s)?
3. Explain any assumptions used in making the estimates
4. **Faculty Resources**
5. Faculty resources
   * + 1. If the proposed site(s) 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?
6. Describe equipment, software and connectivity needs for delivery of this program at the new site(s) both for students and for the institution.
7. How will students access library resources, including print, electronic, and in person.
   * + 1. How will communication with the library and interaction with the library staff and librarians occur?
       2. Are resources available in a format that is accessible to remote students?
8. **Financial Support**

What extra costs would be associated with the additional site(s) and how will they be financed? Please fill out budget forms. For more information, please refer to the accompanying Anticipated Sources of Funding: Explanatory Notes and Examples.

* 1. Anticipated costs

1. Describe how the anticipated cost of training, course instruction and other expenses will be covered.
   1. Budget
   2. How will any gap between program income and cost be covered?
   3. Financial support
2. Describe the financial support that will be available to full-time students in the distance program.
3. **Additional Distance Delivery Considerations**
   1. Adherence to Principles of Good Practice
   2. Provide a statement from your institutions Chief Academic Officer certifying adherence to Principles of Good Practice as well as the Texas Higher Education Coordinating Board’s distance education rules and policies.
   3. Delivery modes
   4. Describe any collaborative arrangements with other institutions that will be participating in the delivery of this program. Be certain to identify the:
   5. Collaborative arrangements
   6. Describe the various delivery modes that will be used to deliver coursework and any special arrangements for specific sites where students will meet.
   7. Responsibilities of each institution
   8. Process for the credentialing of faculty at each participant site
   9. Institution awarding credit.

### ANTICIPATED SOURCES OF FUNDING: EXPLANATORY NOTES AND EXAMPLES

**I. Formula Income**

A. The first two years of any new program should not draw upon formula income to pay for the program.

B. For each of Years 3 through 5, enter the smaller of:

1. the new formula income you estimate the program would generate, based on projected enrollments and formula funding rates; or

2. half of the estimated program cost for that year.

C. Because enrollments are uncertain and programs need institutional support during their start-up phase, it is the Texas Higher Education Coordinating Board's policy to require institutions to demonstrate that they can provide:

1. sufficient funds to support **all** the costs of the proposed program for the first two years (when no **new** formula funding will be generated); and

2. half of the costs of the new program during years three through five from sources other than state formula funding.

* 1. When estimating new formula income, institutions should take into account the fact that students switching programs do not generate additional formula funding to the institution.

For example, if a new master's program has ten students, but five of them switched into the program from existing master's programs at the institution, only five of the students will generate new formula income to help defray the costs of the program.

# II. Other State Funding

This category could include special item funding appropriated by the legislature, or other sources of funding from the state that do not include formula-generated funds (e.g., Higher Education Assistance Fund (HEAF), Permanent University Fund (PUF), etc.).

**III. Reallocation of Existing Resources:**

If faculty in existing, previously budgeted positions are to be partially or wholly reallocated to the new program, you should explain in the text of your proposal how the institution will fulfill the current teaching obligations of those faculty and include any faculty replacement costs as program costs in the budget.

**IV. Federal Funding**

Only federal monies from grants or other sources currently ***in hand*** may be included. Do not include federal funding sought but not secured. If anticipated federal funding is obtained, at that time it can be substituted for funds designated in other funding categories. Make note within the text of the proposal of any anticipated federal funding.

1. **Other Funding**

This category could include Auxiliary Enterprises, special endowment income, or other extramural funding.

**COSTS TO THE INSTITUTION OF THE PROGRAM/ADMINISTRATIVE CHANGE**

*Note:* Use this chart to indicate the dollar costs to the institution that are anticipated from the change requested.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cost Category** | **Cost Sub-Category** | **Before Approval Year\*** | **1st Year** | **2nd Year** | **3rd Year** | **4th Year** | **5th Year** | **TOTALS** |
| **Faculty Salaries** | **(New)** |  |  |  |  |  |  |  |
| **(Reallocated)** |  |  |  |  |  |  |  |
| **Program Administration** | **(New)** |  |  |  |  |  |  |  |
| **(Reassignments)** |  |  |  |  |  |  |  |
| Graduate Assistants | **(New)** |  |  |  |  |  |  |  |
| **(Reallocated)** |  |  |  |  |  |  |  |
| **Clerical/Staff** | **(New)** |  |  |  |  |  |  |  |
| **(Reallocated)** |  |  |  |  |  |  |  |
| **Supplies & Materials** |  |  |  |  |  |  |  |  |
| **Library & IT Resources\*\*** |  |  |  |  |  |  |  |  |
| **Equipment** |  |  |  |  |  |  |  |  |
| **Facilities** |  |  |  |  |  |  |  |  |
| **Other (Identify)** |  |  |  |  |  |  |  |  |
| **TOTALS** |  |  |  |  |  |  |  |  |

\* Include costs incurred for three years before the proposal is approved by the Board (e.g., new faculty, library resources, equipment, facilities

remodeling, etc.).

\*\* IT = Instructional Technology

ANTICIPATED SOURCES OF FUNDING

*Note:* Use this chart to indicate the dollar amounts anticipated from various sources. Use the reverse side of this form to specify as completely as possible each non-formula funding source.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Funding Category** | **1st Year** | **2nd Year** | **3rd Year** | **4th Year** | **5th Year** | **TOTALS** |
| **I. Formula Income\*** |  |  |  |  |  |  |
| **II. Other State Funding\*** |  |  |  |  |  |  |
| **III. Reallocation of Existing Resources\*** |  |  |  |  |  |  |
| **IV. Federal Funding\***  **(In-hand only)** |  |  |  |  |  |  |
| **V. Other Funding\*** |  |  |  |  |  |  |
| **TOTALS** |  |  |  |  |  |  |

\*For more information, please refer to the accompanying *Anticipated Sources of Funding: Explanatory Notes and Examples.*

**NON-FORMULA SOURCES OF FUNDING**

*Note:* Use this form to specify as completely as possible each of the non-formula funding sources for the dollar amounts listed on the reverse side of this form.

|  |  |
| --- | --- |
| **Funding Category** | **Non-Formula Funding Sources** |
| **II. Other State Funding\*** | **#1** |
|  |
| **#2** |
|  |
| **III. Reallocation of Existing Resources\*** | **#1** |
|  |
| **#2** |
|  |
| **IV. Federal Funding\*** | **#1** |
|  |
| **#2** |
|  |
| **V. Other Funding\*** | **#1** |
|  |
| **#2** |
|  |

\*For more information, please refer to the accompanying *Anticipated Sources of Funding: Explanatory Notes and Examples.*