

# Online Program Proposal

## Guideline for Program Building

Steps	Timeline
1. College Curriculum Committee	Dept faculty initiate proposals & chair frwd to UCC
2. University Curriculum Committee	Meets 3 <sup>rd</sup> Monday, recommendations frwd to provost
3. Graduate Council Committee - "Grad Only"	Meets 3 <sup>rd</sup> Wednesday, recommends frwd to provost
4. Distance Education Committee *	Meets 4 <sup>th</sup> Thursday, Sept - April or electronic vote
5. Provost / President	<b>Approves or Disapproves</b>
6. TSUS Board of Regents	Meets - February, May, August, November
7. Notification - THECB/SACS	After Prov/Pres approval or BOR approval if required
8. Development (blueprint/filming/QM)	4 months prior to launch date
9. Program / course launch	Fall, Spring, Summer -or within POT

- Note: Programs that currently exist on campus start at step 4.

Submit the proposal to the Division of Distance Learning to be forwarded to the Distance Education Committee for a recommendation to be forwarded to the Provost.  
 (email: [LuOnline@lamar.edu](mailto:LuOnline@lamar.edu) or fax# 880-2191)

Department: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Program: \_\_\_\_\_

Proposed method of delivery: \_\_\_\_\_ (5-wk, 8-wk, 15-wk)

Delivery method: \_\_\_\_\_ CDE (traditional online) \_\_\_\_\_ AP(accelerated online)

Effective term for first delivery: \_\_\_\_\_

Is development money being requested? \_\_\_ Yes \_\_\_ No  
 (If yes - see financial projections)

Is this program currently offered on campus? \_\_\_\_\_ If so, what was the number of majors enrolled from last year? \_\_\_\_\_ per semester

Are all courses in the program currently in Lamar's course inventory? \_\_\_\_\_

**Note: All courses must be in LU current course inventory before online development begins.**

Signatures:

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Chair, Distance Ed Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Provost: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_

# Online Program Proposal Plan

## 1. **ABSTRACT**

Describe the proposed program; initial date of implementation; projected number of students; description of primary target audience.

## 2. **BACKGROUND INFORMATION**

Provide a clear statement of the nature and purpose of the proposal in the context of the institution's mission and goals.

- Please list the required courses for the degree (course number & title)
- Include a proposed delivery schedule.
- What length are the courses and how many start dates per year?
- Will the program require the student be on campus for any activities?
- Attach a statement of commitment for courses required from other departments.

## 3. **ASSESSMENT OF NEED**

Discuss the rationale for the proposal, including an assessment of need. Provide enrollment projections for the next 5 years.

## 4. **DESCRIPTION OF CHANGE**

Is this a new delivery system for an existing program? Will the on-campus program be continued? If no, will the continuing students be merged into the online program or taught out?

Are there any differences in admission requirements, student learning outcomes, or graduation requirements in this program? If so please describe.

## 5. **FINANCIAL PROJECTIONS**

Provide a description of financial resources required to support the program. List development costs, delivery costs, any additional staff requirements and any additional technology required. What is the timetable to recoup the investment in course development? Use enrollment projections to project tuition income. Include a list of course numbers and titles requesting development pay for.

## 6. **FACULTY**

Are there enough faculty to support an online program as well as the on campus program?

Is there a sufficient number of faculty willing to teach online? How comfortable are the faculty in using technology?

## 7. **MARKETING**

Describe the plans for marketing the program.