# Online Program Proposal

## Guideline for Program Building

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

*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 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.