Texas Higher Education Coordinating Board

Certification Form for Electronically Delivered and Off-Campus Education Programs

April 2014

Directions: For all new programs that are to be delivered electronic-to-individuals (i.e., online), electronic-to-groups, or off-campus face-to-face, a signed pdf of this form must accompany email notification of the new program to Dr. Andrew B. Lofters (andrew.lofters@thecb.state.tx.us). (Institutions offering distance education programs for the first time – i.e. have never offered a distance education program, such as newly created institutions -- must complete and submit an Institutional Plan for Distance Education).

Please fill out the Administrative Information below and then sign and date on page 4.

**Administrative Information**

1. Institution:

2. Program Name – Show how the program would appear on the Coordinating Board’s program inventory [e.g., Master of Arts (MA) in English Literature]:

3. Program CIP Code:

4. Program Delivery – Describe how the program will be delivered: online, off-campus face-to-face or off-campus electronic-to-groups? If off-campus, include information as to where the program will be delivered and be sure to follow the requirements for area notification as outlined in the Guidelines for Approval of Distance Education.

5. Proposed Implementation Date – Report the first semester and year that students would enter the program at the proposed additional site(s).

6. Contact Person – Provide contact information for the person who can answer specific questions about the program.

Name:

Title:

E-mail:

Phone:
Based on Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically.

CURRICULUM AND INSTRUCTION

• Each program or course results in learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded.

• A degree or certificate program or course offered electronically is coherent and complete.

• The program or course provides for appropriate interaction between faculty and students and among students.

• Qualified faculty provide appropriate oversight of the program or course that is offered electronically.

• Academic standards for all programs or courses offered electronically will be the same as those for programs or courses delivered by other means at the institution where the program or course originates.

• Student learning in programs or courses delivered electronically should be comparable to student learning in programs offered at the campus where the programs or courses originate.

INSTITUTIONAL CONTEXT AND COMMITMENT

Role and Mission

• The program or course is consistent with the institution's role and mission.

• Review and approval processes ensure the appropriateness of the technology being used to meet the objectives of the program or course.

Students and Student Services

• Program or course announcements and electronic catalog entries provide appropriate information.

• Students shall be provided with clear, complete, and timely information on the curriculum, course and degree requirements, nature of faculty/student interaction, assumptions about technological competence and skills, technical equipment requirements, availability of academic support services and financial aid resources, and costs and payment policies.
• Enrolled students have reasonable and adequate access to the range of student services and student rights appropriate to support their learning.

• The institution has admission/acceptance criteria in place to assess the extent to which a student has the background, knowledge and technical skills required to undertake the program or course.

• Advertising, recruiting, and admissions materials clearly and accurately represent the program or course and the services available.

**Faculty Support**

• The program or course provides faculty support services specifically related to teaching via an electronic system.

• The institution assures appropriate training for faculty who teach via the use of technology.

• The institution provides adequate equipment, software, and communications access to faculty to support interaction with students, institutions, and other faculty.

**Resources for Learning**

• The institution ensures that appropriate learning resources are available to students.

• The institution evaluates the adequacy of, and the cost to students for, access to learning resources and documents the use of electronic resources.

**Commitment to Support**

• Policies for faculty evaluation include appropriate recognition of teaching and scholarly activities related to programs or courses offered electronically.

• The institution demonstrates a commitment to ongoing support, both financial and technical, and to continuation of the program or course for a period of time reasonable and sufficient for students to complete the course or program.

**EVALUATION AND ASSESSMENT**

• The institution evaluates the program's or course's educational effectiveness, including assessments of student learning outcomes, student retention, and student and faculty satisfaction.

• At the completion of the program or course, the institution provides for assessment and documentation of student achievement in each course.
On behalf of ________________________ (Institution), I assert that the preceding Coordinating Board criteria have been met for all courses associated with this program that will be delivered electronically and off-campus face-to-face.

____________________________________  __________________________
Chief Academic Officer or President                      Date

Name: ____________________________________________

Title: ____________________________________________

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