

**FLORIDA STATE UNIVERSITY
SIGNATURE PAGE
PROPOSAL FOR OFFERING AN EXISTING ON-CAMPUS DEGREE
IN AN ONLINE FORMAT**

COLLEGE/SCHOOL:

DEPARTMENT:

NAME OF DEGREE PROGRAM:

LEVEL:

_____ Bachelors

_____ Masters

_____ Doctoral

APPROVED:

_____ Department Curriculum Committee

_____ Date

_____ Department Chairman

_____ Date

_____ School/College Curriculum Committee

_____ Date

_____ Academic Dean

_____ Date

_____ Dean of Graduate Studies
(graduate proposal only)

_____ Date

_____ Dean of the Faculties

_____ Date

_____ Provost and Vice President for
Academic Affairs

_____ Date

**PROCEDURE FOR DEVELOPING AND SUBMITTING PROPOSALS
FOR CONVERSION OF EXISTING GRADUATE PROGRAMS
TO FULLY ONLINE FORMAT**

Purpose of this document

The purpose of the procedure outlined below is to ensure that

1. the proposed program meets demonstrable need and does not negatively impact existing graduate offerings of the University;
2. a complete program is offered that enables enrolled students to graduate in a timely fashion;
3. there are sufficient program facilities and faculty and support staff, willing and able to deliver the program at the requisite level of quality;
4. the faculty involved will be able to meet their other commitments (undergraduate teaching, doctoral student training, etc.) or that appropriate arrangements have been made to release the faculty from these other duties;
5. the online program meets all relevant University degree program requirements;
6. the online program will be comparable in quality to the on-campus version; and
7. adequate plans have been formulated for developing the online program, for respecting the requirements of good online instructional design and delivery, and for evaluating the effectiveness of the program on a regular basis.

Please therefore include the following sections in your proposal.

1. PROGRAM PURPOSE AND FUNCTION

1.1. Existing program

- 1.1.1. State the purpose of the existing graduate degree program
- 1.1.2. Summarize relevant parameters concerning the existing graduate degree program: years of operation, present numbers of faculty and students at different levels; approximate yearly graduation rates; average years-to-completion for students graduated in the last five years.
- 1.1.3. Will the existing graduate program continue to operate side-by-side with the proposed online program, with face-to-face participation and on-line participation available for students in the program? Explain any differences. How will its operations be affected or modified to ensure the feasibility and complementarity of both?

1.2. Proposed online program

- 1.2.1. State the purpose of the proposed online graduate degree program
- 1.2.2. Needs assessment: Indicate the rationale or justification for the creation of the proposed online program (target population, demonstrable need, employment or further study potential of graduates). Will the quality of the student body increase, decrease or remain the same with the addition of an online program?

- 1.2.3. Indicate anticipated enrollments, attrition rates, graduation rates and average years-to-graduation for rollout years and for subsequent years of full-scale program operation.

2. ONLINE PROGRAM DESCRIPTION AND ORGANIZATION

2.1. Structure of the proposed program

- 2.1.1. Curriculum: Course structure (description of courses, credit hours, distinctions between required and elective courses). Syllabi must be included in the appendix.
- 2.1.2. Explain differences, if any, between requirements and curriculum for online and traditional versions of the degree.
- 2.1.3. Explain differences, if any, between admissions criteria and requirements for online and traditional versions of the degree.

2.2. Assessment modes and assessment procedures

- 2.2.1. Explain differences, if any, between the assessment modes for the two versions of the degree (comprehensive exams, theses, portfolio, etc.)
- 2.2.2. What are the program and learning outcomes for the online degree and how will they be assessed?

2.3. Professional or research training and advisement

- 2.3.1. Explain how students will be trained in research or other professionally relevant activities
- 2.3.2. Explain how student advisement will be handled.

2.4. Compliance with relevant regulations

- 2.4.1. Indicate how the courses be designed, produced and tested to meet standards of accessibility for students with disabilities?

3. ONLINE PROGRAM INSTRUCTIONAL DEVELOPMENT

3.1. APPS assistance

- 3.1.1. How will faculty with online course development or teaching responsibilities acquire the necessary skills?
- 3.1.2. Departments proposing conversion of existing graduate programs to fully online format are recommended to obtain the assistance of technical personnel from Academic and Professional Program Services for program design and development. Please indicate when these procedures were accomplished and which staff member of APPS has been assigned to assist you in program development.

3.2. Design and development

- 3.2.1. Explain briefly the sequence and duration of phases in the development of your online courses (from initial conversion through development of online resources and materials to pre-testing or "beta-"testing of offerings to full-scale implementation.) What release time or resources will be provided to faculty developing online courses?

- 3.2.2. Provide a table detailing the schedule for course rollout and specifying the faculty who will be responsible for each course and the percentage of their time that will be involved,
- 3.2.3. Indicate what type of teaching assistantship or mentor personnel you anticipate using for each course and how these positions will be funded and the incumbents trained for their duties.

3.3. Administration and evaluation

- 3.3.1. Will the program have an auxiliary budget and, if so, how will it be handled and what financial needs of the program will it principally cover?
- 3.3.2. How will responsibilities for administrative oversight and tracking of online students be handled?
- 3.3.3. How and with what regularity will the quality of course offerings, the retention and academic progress of students and their satisfaction with the online learning experience be evaluated?
- 3.3.4. What facilities or resources are available for delivery of the program and – if appropriate – what facilities or resources will be made available by other levels of the University?
- 3.3.5. What will be the hardware and software requirements for students in the program?

3.4. Impact

- 3.4.1. What commitments do the anticipated online program faculty have in other programs and how will these commitments be met once the online program is up and running/
- 3.4.2. What other impacts, if any, do you anticipate creation of this program to have on other academic programs in your Department and College or School? Indicate procedures for ongoing monitoring of these impacts.

4. FINAL APPS SIGN-OFF AND ENDORSEMENT

Provide an agreement from APPS indicating that they will provide the kind of support indicated in this document.