**The Texas A&M University System**

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**DISTANCE EDUCATION Program Proposal:**

**Electronic to Indivuduals (Online) Delivery**

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| Directions: An institution shall use this form to propose an “existing” degree program they wish to be offered via electronic to individual (online) delivery. |

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| **Administrative Information**1. Institution: Texas A&M University (003632) |
| 2. Program to be Offered (Include CIP code): |
| 3. Online Program Description – Describe the program and the educational objectives. Include the Type of Online Delivery: 100% Online *or* Hybrid Delivery (more than 50% but less than 100%) |
|  4. Administrative Unit – 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*). |
|  5. ProposedImplementation Date – Report the first semester and year that students would enter the program. |
| 6. Contact Person – Provide contact information for the person who can answer specific questions about the program.Name:Title:E-mail:Phone: |

**Format for Existing Degree Programs –**

 **Electronic to Individual (Online Delivery) Request**

**Step One:** For each of the following questions, include the requested information:

* What previously approved programs does your department (or college/school if none in the department) offer, that are closely related to the new program and how are they related? List the programs within your college/department that are already approved for online delivery.
* Will significant additional equipment or facilities be needed? If yes, explain.
* Will significant additional financial resources be needed? If yes, explain.
* Will a significant number of new courses be required? If yes, explain.
* Will a significant number of new faculty members be required? If yes, explain.
* Will significant additional library/learning resources be needed? If yes, explain.
* What processes do you have in place that secures that a student registered for a distance education course is the same student who completes and receives credit for it? Explain.

**Step Two:** For each of the following questions, include the requested information:

1. Program Administrative Oversight and Structure:

* Indentify the person and office directly responsible for the overall management of the offering.

2. Faculty Resources:

* If the online program will result in additional students, how will faculty resources be provided, that is, hiring additional faculty, reallocating faculty resources from other programs, etc.?

3. Evaluation (refer to <https://assessment.tamu.edu/Academic-Programs/Distance-Education-Program-Effectiveness> for guidance):

* How will the department (or college/school or campus as applicable) monitor the attainment of the program-level learning outcomes in an effort to ensure attainment regardless of mode of delivery?
* How will the department (or college/school or campus as applicable) evaluate the online program specifically and its overall in the first five years of the program given the new mode of delivery?