

**Process for Offering Approved Undergraduate Programs  
at Other Ohio University Campuses  
March 12, 2013**



WHEREAS in accordance with Faculty Handbook section VII.B, the University Curriculum Council (UCC) is to make recommendations in curricular matters that include the "...addition, relocation, and deletion of academic programs and degrees";

WHEREAS extant UCC processes address program additions and changes, and program relocation within the same campus, and the process for program deletion is described in Section II.D.4.c of the Faculty Handbook;

WHEREAS UCC and the Programs Committee currently have no process for previously approved undergraduate curricula being newly offered as full programs at locations other than the originating campus;

WHEREAS the UCC new program approval process evaluates non-curricular aspects of proposed programs, such as the need/purposes of the program (including the estimated demand for the program), resource needs (faculty, space, and financial requirements), and how increased enrollment may increase demand in other departments (e.g. general education courses, course required outside the department).

WHEREAS Ohio University's move to Responsibility-centered Management (RCM) includes a robust role for UCC in monitoring and preventing inappropriate program and course duplications and curricular hoarding;<sup>1</sup>

THEREFORE, when newly offering an approved program at a different OU campus, the following process will be used to address this gap in our current policy in a manner consistent with existing UCC requirements for program approval and program relocation, modified to account for the fact that the curricular portion of the program is already approved.

The goal of this process is to ensure that there has been broad consultation in the decision-making process, that adequate facilities and resources will be available at the new location, and that continued interaction and shared decision-making between the originating and new locations will occur.

The process will use a memo-based format similar to the memo-based program relocation process:

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<sup>1</sup> See the draft "Responsibility Centered Management Academic Quality Indicators" at <http://www.ohio.edu/provost/rcm/manage/upload/Draft-Academic-Quality-Indicators.pdf>

1) The new location will submit a department/school/campus-level proposal to UCC that outlines the information required in the appendix. The proposal should address any issues that will affect academic areas at the new location, including the need for new courses and the potential for both increased enrollment in courses outside the program and increased need for general education courses. The department chair, school director, or division coordinator as well as the Dean of the unit in the new location should sign the memo, which the Dean's office then will submit to the Programs Committee of UCC.

2) The originating program will submit a program-level memo signed by the department chair or school director to UCC that specifies the originating program's position—neutral, affirmative, or negative—on the request to offer the program at a new location. The Dean of the unit that is the home of the originating program and the department chair or school director should sign this memo.

The Programs Committee will review the memos and will submit a report to the UCC outlining their position on the new location, including any specific concerns about the new program location. The UCC will follow its standard practice of two readings of the Programs Committee report for the proposed new program location. A UCC vote to receive the Programs Committee report indicates that based on the information in the memos, UCC (1) believes that broad input from affected programs and their associated faculty was considered; and (2) believes that critical financial, staffing, and academic quality issues have been adequately addressed; and (3) believes that there will continue to be significant consultation and interaction between the home program and new program locations.

#### General guidelines:

1) Certain aspects of the original program remain the same regardless of location, such as admission standards, curriculum, minimal qualifications expected of instructors, and so on.

2) Changes to a program apply to all offerings of the program, regardless of location. All program changes must be approved by the originating program.

3) New program locations will be reviewed at the same time as their originating program.

4) Faculty, staff, and administrators at all locations will be expected to participate fully in program review and accreditation when applicable.

## Appendix: Outline of Memo for Offering Approved Undergraduate Programs at Other Ohio University Campuses

The content of this outline duplicates the outline of the New Semester Program Proposal Guidelines-Undergraduate, deleting irrelevant items that are specific to the curriculum.

### I) Summary Statement

- 1) Title of Program, Degree to be conferred, Administrative unit proposing program, Date of submission
- 2) A brief (< 500 word) statement summarizing the **need/purposes** of the program (including the estimated demand for the program), a summary of **resource needs** (faculty, space, and financial requirements), and the **date of proposed implementation**.

### II) The Need for the Program

- 1) What is the local, regional, and national demand for graduates of the proposed program location?
  - (a) Any statistical documentation would be helpful.
- 2) What other schools within Ohio offer the same or a similar program?
  - (a) What has happened to enrollments at those schools in recent years?
- 3) At which other locations is the program currently offered? Can students fulfill their educational and/or vocational needs through the existing program location? If they cannot, why not?
- 4) How does the proposed program location align with the current vision for the university?
- 5) List departments or other academic units at Ohio University and elsewhere that were consulted in the development of this proposal. Approval is required from departments whose high demand courses your program will require.
- 6) From what geographic area do you anticipate that students will be drawn for the proposed program location?
- 7) How many students do you anticipate will enroll in the program in each of its first four years?
  - (a) To what extent will enrollments in the new program location come from students who would otherwise enroll in another program at the same location?
  - (b) To what extent will enrollments in the new program location come from students who would enroll in the same program at another location?
  - (c) To what extent is it anticipated that the enrollment will represent "new" (incremental) students?
  - (d) Are there any upper limits on program enrollment? (If so, specify.)

### III) Faculty and Instructional Resources

- 1) Will current faculty, new faculty, or a combination of both be used? How?
  - (a) How will new faculty for the new program location be selected? By whom?
  - (b) What are the minimal qualifications expected of instructors in the program? (This must be the same as the originating program.)
  - (c) What is the tenure status of any identifiable current Ohio University faculty who are probable program participants in the new location?
- 2) What is the likely teaching load of faculty members teaching in the new location? How does this compare to the originating program?
- 3) What is the projected ratio of FTE students to FTE faculty in the new location?
- 4) Describe the existing facilities and other physical resources, document their sufficiency, and enumerate any changes or additions that will be necessary.

### IV) Administration and Coordination

- 1) Who chose (or will choose) the director/coordinator(s) in the new location?
- 2) What is the title of the director/coordinator(s) who will administer the new program location?
- 3) Will the director/coordinator (s) have academic rank?
  - (a) If a new director/coordinator will be hired, what are the minimal academic credentials acceptable?
- 4) Who will be responsible for coordinating with the originating program? What plans are in place to ensure interaction between programs at all locations?

### V) Timing and Evaluation

- 1) Has any external publicity about this program location already been generated?
  - (a) If so, by whom and why?
  - (b) Have applications for admission at the new location already been entertained?
- 2) When do you want the program to start at the new location? How will the program be phased in?
- 3) New program locations may be evaluated annually by their originating colleges. What additional assessment tools are suggested to evaluate the new program location once ongoing?

### VI) Budget and Financial

- 1) List an anticipated budget of revenues and expenses for at least the first two years of the new program location.
- 2) Under costs, add in the incremental costs of instruction taken in areas outside the program (e.g. electives); if these costs are perceived to equal zero, state why the increased student burden in other areas will not add to financial costs and impede educational quality.
- 3) What is the extent of the fixed costs of the new program location for the first two

years?

- (a) By fixed costs, we mean those expenses that will be incurred even if enrollment is almost zero.
- 4) How much would expenses be reduced if enrollment equals only one-half the amount indicated in the budget?
- 5) What is your estimate of how conservative or optimistic your budget projections are?