LETTER OF NOTIFICATION – 13

EXISTING CERTIFICATE OR DEGREE OFFERED VIA DISTANCE TECHNOLOGY

Institutions with at least one certificate or degree program approved for distance technology by the Arkansas Higher Education Coordinating Board must submit Letter of Notification-13 to request approval to offer additional existing (on-campus) certificates or degrees via distance technology. The institution must submit to ADHE a copy of the e-mail or other required notification to the Higher Learning Commission (HLC) about the proposed distance technology program. If HLC requires a focused visit for the proposed distance technology program, please submit the scheduled review date.

DEFINITIONS

* Distance technology (e-learning) – When technology is the primary mode of instruction for the course (at least 50% of the course content is delivered electronically).
* Distance instruction – When a course does not have any significant site attendance, but less than 50% of the course is delivered electronically, e.g., correspondence courses.
* Distance program – When at least 50% of the major courses are delivered via distance technology.

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn

Associate Provost

3. Phone number/e-mail address

(501) 450-3126

jona@uca.edu

4. Name of existing certificate or degree

5. Proposed effective date for distance technology delivery

6. CIP code and degree code

# PROGRAM INFORMATION

7. Reason for offering program by distance technology

8. List of courses (subject prefix, course number, title) in this certificate or degree currently offered by distance. Indicate which existing distance technology courses are taught by adjunct faculty.

9. List of new courses and course descriptions for distance technology courses for the degree listed above. Indicate which new distance technology courses will be taught by adjunct faculty.

10. Provide the course syllabus for each distance technology course for the program listed above in an appendix and indicate the maximum class size for each distance course. Indicate the course delivery mode(s) and class interaction mode(s) for each distance technology course, using the categories listed in the tables below.

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| --- |
| **a. Course Delivery Modes** |
| Online |
| Compressed-video (CIV) |
| Audio Conference |
| Video Conference |
| Web Conference |
| Blended delivery (identify components) |

|  |
| --- |
| **b. Class Interaction Modes** |
| Electronic bulletin boards |
| Email |
| Telephone |
| Fax |
| Chat |
| Blog |
| Other (specify) |

11. Discuss the provisions for instructor-student and student-student interaction that are included in the program design and the course syllabus.

12. Provide a semester-by-semester degree plan/course schedule for student access to all courses necessary to complete the program.

13. Provide a list of services that will be supplied by consortia partners or outsourced to another organization (faculty/instructional support, course materials, course management and delivery, library-related services, bookstore services, services providing information to students, technical services, administrative services, online payment arrangements, student privacy consideration, services related to orientation, advising, counseling or tutoring, etc.) Include the draft contract/Memorandum of Understanding (MOU) for each partner/organization offering faculty/instructional support for the program. Submit final contract/MOU signed by partner institutions or organizations upon completion of ADHE proposal review.

14. Estimate costs for the proposed distance technology program for the first 3 years. Include faculty release time costs for course/program planning and delivery.

15. Provide institutional curriculum committee review/approval date for proposed distance technology program.

Undergraduate/Graduate Council:

Council of Deans:

16. Provide documentation that proposed program has been reviewed/approved for distance technology delivery by licensure/certification board/agency, if required. [HLC review, if required, must follow ADHE review and AHECB program approval.]

No additional approvals are necessary. We are required to notify the Higher Learning Commission in the annual Institutional Update process (not by email).

17. Provide additional program information if requested by ADHE staff.

If requested.

INSTITUTIONAL APPROVAL

|  |  |
| --- | --- |
| President/Chancellor Approval Date: |  |

|  |  |
| --- | --- |
| Board of Trustees Notification Date: |  |

|  |  |  |
| --- | --- | --- |
| Chief Academic Officer: |  |  |
|  | signature | date |

[UCA form updated 2016-02-05]