

Motion Approved by GPC 4-1-13

Main Campus Degree Proposal for Off-Campus Site Form

This new form for graduate degrees offered at off-campus sites was modeled after the distance learning proposal. The program that initiated this new form was International Affairs at Panama City, Panama.

It was moved and seconded by the subcommittee to accept the new proposal form (see below).

**THE FLORIDA STATE UNIVERSITY
SIGNATURE PAGE
PROPOSAL FOR OFFERING AN EXISTING
ON-CAMPUS GRADUATE DEGREE
AT AN OFFSITE LOCATION**

COLLEGE:

DEPARTMENT:

NAME OF DEGREE PROGRAM:

LEVEL:

_____Masters

_____Specialist

_____Doctoral

APPROVED:

Department Curriculum Committee Date

Department Chairman Date

College Curriculum Committee Date

Academic Dean Date

Dean of The Graduate School Date

Dean of the Faculties Date

SACS Liaison Date

Provost and Vice President for Date
Academic Affairs

The Florida State University
Faculty Senate
Graduate Policy Committee
PROCEDURE FOR DEVELOPING AND SUBMITTING PROPOSALS TO OFFER EXISTING
MAIN-CAMPUS GRADUATE PROGRAMS AT OFF-SITE LOCATIONS

Purpose of this document

The purpose of the procedure outlined below is to ensure that:

1. the proposed program meets demonstrable need that cannot be met by the main campus program, and does not negatively impact the existing main campus program as well as other 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 at the off-site location, willing and able to deliver the program at the requisite level of quality;
4. if any main campus faculty are involved they 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 off-site program meets all relevant University degree program requirements;
6. the off-site program will be comparable in quality to the on-campus version; and
7. adequate plans have been formulated for evaluating the effectiveness of the program on a regular basis.
8. the program adheres to the SACS guidelines

Therefore, please 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. Will the existing main campus graduate program continue to operate?
- 1.1.3. How will it be affected by the establishment of the new off-site program?

1.2. Proposed off-site program

- 1.2.1. State the purpose of the proposed off-site graduate degree program.
- 1.2.2. Indicate the rationale or justification for the creation of the proposed off-site program (target population, demonstrable need, employment or further study potential of graduates). Describe data that support the assumption that students will enroll in the proposed program. Include descriptions of surveys or other communications with prospective students.

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. OFF-SITE PROGRAM DESCRIPTION AND ORGANIZATION

2.1. Structure of the proposed program and interaction

2.1.1. Curriculum: Course structure (description of courses, credit hours, distinctions between required core and elective courses, total credit hours for the degree). Provide a one- or two-sentence description of each required or elective course.

2.1.2. Explain differences, if any, between requirements and curriculum for off-site and main campus versions of the degree.

2.1.3. Provide a sequenced course of study for all majors, concentrations, or areas of emphasis within the proposed program.

2.1.4. Explain differences, if any, between admissions criteria and requirements for off-site and main campus versions of the degree.

2.1.5. Will all courses be offered face-to-face at the off-site location?

2.1.6. Will any courses be offered using distance technologies? For all courses offered using distance technologies specify the mode, and support to deliver this modality.

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. Specify the program and learning outcomes for the off-site degree and explain how they will be assessed?

2.3. Professional or research training, advisement and student support services

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.

2.3.3. Explain how students will access student support services such as financial aid, registration, textbook purchase etc.

2.4. Faculty, Facilities and Resources

2.4.1. Identify the faculty who will be offering the curriculum and provide CVs for each. At a minimum every faculty member must have Graduate Teaching Status in accordance with Florida State University policy.

2.4.2. What commitments do the anticipated program faculty currently have in other programs and how will these commitments be met once the new program is up and running?

2.4.3. What facilities, and support services (classrooms, laboratories, library, computers) are required for the program, and how will students access such resources?

2.4.4. What learning resources (e.g., online, print, etc.) will be available to students in the program?

3. ADMINISTRATION AND EVALUATION

3.1. Describe the administrative oversight of the program and how evaluation of the academic program will occur to meet SACS standards?

4. IMPACT

4.1. Describe the source of financial resources that will support this program. Describe any main campus resources that will be affected by the implementation of this program?

4.2. Describe the impact of this program on existing resources.

- 4.3. Identify the main campus academic unit and administrator responsible for oversight of the program at the off-site location and describe how the quality of the off-site program will be monitored to ensure a level of quality comparable to the main campus program.