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 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 (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 Arkansas Fayetteville
2. Contact person/title: Dr. Terry Martin, Vice Provost for Academic Affairs
3. Phone number/e-mail address: (479) 575-2151/tmartin@uark.edu
4. Name of Existing Certificate or Degree:
5. Proposed Effective Date for distance technology delivery:
6. CIP Code:
7. Degree Code:

# PROGRAM INFORMATION

1. Program summary/justification for offering program by distance technology:
2. Provide the current certificate/degree plan. Mark\* courses that will be taught by adjunct faculty.
3. Provide the list of courses, include course number/title, for the certificate/degree program currently offered by distance technology.
4. If 100% of the program will not be offered by distance technology, list courses that **will not** be offered by distance technology.
5. For existing courses that **will** be offered by distance technology (for the first time), provide the course syllabus for each of these courses for the certificate/degree program and indicate the maximum class size for each distance course.
6. If new courses will be added, provide the list of new courses (proposed course number/title) and the new course descriptions for the certificate/degree.
7. Provide the course syllabus for each distance technology course for the program listed above 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.

Course delivery mode (check all that apply):

 Online

 Compressed-video (CIV)

 Audio Conference

 Video Conference

 Web Conference

 Blended delivery (identify components)

 Class interaction mode (check all that apply):

 Electronic bulletin boards

 E-mail

 Telephone

 Fax

 Chat

 Blog

 Other (specify)

1. Provide the percentage of the program that is offered via distance (50%, 75%, etc.).
2. Discuss the provisions for instructor-student and student-student interaction that are included in the program design and the course syllabus.
3. Provide a semester-by-semester degree plan/course schedule for student access to all courses necessary to complete the program.
4. 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.
5. Estimate costs for the proposed distance technology program for the first 3 years. Include faculty release time costs for course/program planning and delivery.
6. Provide institutional curriculum committee review/approval date for proposed distance technology program.
7. Provide documentation that proposed program has been reviewed/approved for distance technology delivery by licensure/certification board/agency, if required. [HLC review must follow ADHE review and AHECB program approval.]
8. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date: