ATTACHMENT 4C-1   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. Sharon Gaber, Provost and Vice-Chancellor for Academic Affairs, ADMN 422, University of Arkansas, Fayetteville, AR 72701**

3. Telephone number/e-mail address: **479.575.5459; sgaber@uark.edu**

4. Name of Existing Certificate or Degree:

   Graduate Certificate in Enterprise Systems

5. Proposed Effective Date for distance technology delivery: **Fall 2014**

6. CIP Code/Degree Code: **52.1201/6930**

PROGRAM INFORMATION

7. Reason for offering program by distance technology:

   Beginning around 2001, Information Systems (IS) and Computer Science programs experienced a sharp decline in enrollment which, though improving, has led to a significant gap between the demand for skilled IS professionals and the supply of available talent.   Based on analysis of projected growth in IS-related fields, current economic conditions, and the continued shortage of skilled professionals, an opportunity exists to provide a program which enables individuals from any background to gain the knowledge and skills needed to transition to a career in IS, or to provide individuals already in IS careers with knowledge and skills in high-growth IS disciplines.

   The proposed online offering of the graduate certificate will provide opportunities to develop knowledge and skills in Enterprise Information Systems, Enterprise Analytics, or Enterprise Resource Planning Systems through hands-on experience with large-scale enterprise systems and real-world data sets. An online certificate will afford access to students who wish to enhance their Enterprise Information Systems, Enterprise Analytics, or Enterprise Resource Planning Systems skills in preparation for the workplace.

8. Provide the list of courses (course number/title) in the certificate or degree listed above currently offered by distance technology.   Indicate which existing distance technology courses are taught by adjunct faculty.

> **ISYS 5833 Data Management or WCOB 5213 ERP Fundamentals**
> **Electives (9 hours from the following):**
> **ISYS 5113 IT Toolkit**
> **ISYS 5503 Decision Support Analytics**
> **ISYS 5843 Business Intelligence & Knowledge Management**
> **ISYS 5423 Seminar in Systems Development**
> **WCOB 5223 Configuration and Implementation**
> **WCOB 5233 ERP Development**
> *(all currently planned to be taught by UA 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.

> *All are existing courses (all planned to be taught by UA faculty)*

10. 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.

(Syllabi attached)

Maximum course size planned - 30

Course delivery modes for all courses listed above:
*** **Online**
*** **Blended delivery**
*** **On campus**

Class interaction modes for all courses listed above:
*** **Electronic bulletin boards**
*** **E-mail**
*** **Chat**
*** **Blog**
Other (specify) – **Blackboard Collaborate & Discussion Board**

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

> **Faculty <-> Students - Scheduled Blackboard Collaborate Sessions**
> **Faculty <-> Students - Blackboard Discussion Board**
> **Faculty <-> Students – E-mail, Announcements, File exchange**
> **Students <-> Students - Student Bb Collaborate Sessions**
> **Students <-> Students - Blackboard Discussion Board**
> **Students <-> Students - File exchange**

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

> ISYS 5833 – Fall/Spring/Summer
> WCOB 5213 – Fall/Spring/Summer
> Electives offered in conjunction with faculty and student interests

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.

Not applicable – all resources provided by University of Arkansas Global Campus

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.

<u>Year 1 Estimated Costs</u> (12 hours – 4 courses/cohort group) -
Instructional costs covered by tuition revenue
Faculty – part of faculty responsibilities or covered by tuition revenues; if adjuncts are needed (currently $4500/ adjunct/course)
Group Coach $5,000/course (covered by tuition revenues)
Course Development Costs $4,000/course (covered by tuition revenues) <u>Year 1 only</u>
Global Campus fee $75/student/course (covered by tuition revenues)

<u>Year 2 Estimated Costs</u> (12 hours – 4 courses/cohort group) -
Instructional costs covered by tuition revenue
Faculty – part of faculty responsibilities or covered by tuition revenues; if adjuncts are needed (currently $4500/ adjunct/course)
Group Coach $5,000/course (covered by tuition revenues)
Global Campus fee $75/student/course (covered by tuition revenues)

<u>Year 3 Estimated Costs</u> (12 hours – 4 courses/cohort group) -
Instructional costs covered by tuition revenue
Faculty – part of faculty responsibilities or covered by tuition revenues; if adjuncts are needed (currently $4500/ adjunct/course)
Group Coach $5,000/course (covered by tuition revenues)
Global Campus fee $75/student/course (covered by tuition revenues)

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

16. 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.]

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

INSTITUTIONAL APPROVAL

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date:

LON-13