ATTACHMENT 4C-1
LETTER OF NOTIFICATION – 13

EXISTING CERTIFICATE OR DEGREE OFFERED VIA DISTANCE TECHNOLOGY

1. Institution submitting request: **University of Arkansas at Fayetteville**

2. Program Contact person/title: **Sharon L. Gaber, Provost and Vice Chancellor for Academic Affairs**

3. Telephone number/e-mail address: **sgaber@uark.edu; 479-575-5459**

4. Proposed Name of Existing Certificate or Degree: **Master of Science in Human Environmental Sciences**

5. Proposed Effective Date: **Fall 2014**

6. Current CIP Code: 19.0101

7. Current Degree Code: **HESC MS**

8. Program Summary: **The degree is a Master of Science in Human Environmental Sciences with four concentrations: Apparel Studies (APST); Food, Hospitality, and Human Nutrition (FHNH); Human Development and Family Sciences (HDFS), and General Human Environmental Sciences (GHES). All concentrations have thesis and non-thesis options. This proposal is to offer the non-thesis option in all concentrations via distance delivery. It should be noted that the GHES concentration has already been approved for distance delivery so that the current proposal focuses solely on APST, FHNH, and HDFS.**

9. 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.

PROGRAM DATA

1. List of courses (course number/title) in this certificate or degree currently offered by distance:
    (Provide course syllabi for distance courses.)

Courses Provided by the HESC at the U of A		
HESC	5003	Apparel Studies in the Global Economy
HESC	5013	Advanced Apparel Pattern Design
HESC	5023	Social, Psychological and Cultural Aspects of Dress
HESC	5033	Issues and Trends in Textile Studies
HESC	5043	Theories and Practices in Apparel Merchandising
HESC	5443	Gerontology
HESC	5463	Research Methodology in Social Sciences
HESC	5633	Hospitality Operations and Financial Analysis
HESC	5643	Meetings and Convention Management
HESC	5653	Global Travel and Tourism Management
HESC	5663	Critical Issues and Trends in Hospitality and Tourism
HESC	5673	Destination Marketing and Operations
HESC	5683	Food and Wine Management, Service and Evaluation

Courses Provided by Ag*IDEA		
HESC	5413	Adult Development
HESC	5453	Aging in the Family
HESC	5463	Research Methodology in Social Sciences
HESC	5473	Cognitive Health
HESC	5483	Creativity and Aging
HESC	5493	Environments and Aging
HESC	5803	Gender and Aging
HESC	5813	Gerontechnology
HESC	5823	Mental Health and Aging
HESC	5843	Physical Health and Nutrition in Aging
HESC	5853	Policy and Aging
HESC	5873	Seminar in Long Term Care

2. Number of distance courses offered: (current year) (last year)

2012: 10
2013: 5

3. Headcount enrollment in distance courses: (current year) (last year)

2012: 41
2013: 25

4. Proportion of distance courses taught by adjunct faculty: (number) (%)

0%

5. Course delivery mode (web, computer assisted, etc.): **web**

6. Class interaction modes (check all that apply):

Electronic bulletin boards **X**
E-mail **X**
Telephone **X**
Fax **X**
Chat **X**
Other (specify) Wikis, Blogs **X**

PROGRAM DESCRIPTION

1. List existing on-campus programs that support the proposed distance technology program.

    The infrastructure required to support this program is in place through the University of Arkansas Graduate School, the College of Agriculture, Food, and Life Sciences, the Global Campus, and the School of Human Environmental Sciences. The UA Global Campus program will be the primary mechanism through which the program is delivered. The School of Human Environmental Sciences will provide academic services for the program, including teaching, advising, and program oversight. Students will have access to the library resources and reference materials from their home site with web access, inter-library loan, or web-based course management systems.

2. Describe how the institution will ensure that student enrollment issues will be addressed prior to the student registering for a course/program (e.g., who is responsible for student internet access, e-mail account, type of web browser capability needed to log on, computer specifications, etc.).

A program web-site will be maintained and linked to both the UA academic department web page, as well as the UA Global Campus web-page. The web-sites will provide all information for prospective students to access the program components: course offered, registration processes, requests form email addresses, and minimum technology specifications to access any course. The UA Global Campus will host all course on its server, have 24/7 response to server problems, assist with registration issues, as well as support faculty instructors with web delivery. A tutorial is available on the Global Campus.

3. Describe program learning activities that demonstrate college-level work.

The courses offered in this program are currently approved and existing graduate-level course of the Graduate School at the University of Arkansas. The goals, objectives, and student outcomes for these courses have been reviewed by the faculty of the school, the college curriculum committee, the Graduate Council, and the Faculty Senate. These reviews assure that learning outcomes are appropriate for the rigor and breadth of the master's degree program. The online courses are conducted by academically qualified faculty. Faculty instructors have worked and are working with Global Campus to insure that all courses transformed form on-campus delivers to off-campus delivery maintain equivalent course expectations for all students and meet Quality Matters standards.

4. Discuss prerequisite course/lab requirements.

Students must meet the Graduate School admission requirement of 3.0 GPA on the last 60 hours of course work from an accredited institution. If potential students do not meet this criterion, the Graduate Coordinator will review scores from the Graduate Record Examination (GRE), or similar test approved by the Graduate Dean. Once accepted to the Graduate School, students admitted to the HESC-MS degree program must have a Bachelor's degree in a closely allied field. Some deficiency courses may be assessed depending on the background and educational objectives of the student. Assessment of deficiencies and leveling courses will include the ability of the program and student to gain access to courses via distance technology. Currently, some undergraduate and dual-credit courses are offered via distance technology and, depending on individual students' deficiencies, those may be appropriate to serve as leveling courses.

STUDENT SUCCESS

1. Describe specified learning outcomes and course examination procedures.

Specific outcomes identified to reach the program goals are for students to be able to:
- **Interpret and apply empirical research to understand and solve problems in the Human Environmental Sciences.**
- **Organize, prepare, and deliver programs that improve quality of life.**
- **Demonstrate advanced skills in one of the three areas in HESC: Apparel Studies (APST); Food, Human Nutrition, and Hospitality (FHNH); or Human Development and Family Sciences (HDFS).**
- **Demonstrate advanced written and oral communication abilities.**
- **Explain the foundational philosophies and principles which undergird Human Environmental Sciences and develop a personal approach to the development and delivery of services in a chosen area of study.**

All students in the HESC-MS program are required to complete three hours of Research Methods (HESC 5463) and three hours in graduate level statistics that students ordinarily take in the department of Educational Statistics and Research Methodology (ESRM). Depending on the chosen area of study (i.e., APST, FHNH, or HDFS), each student is required to take a minimum of

fifteen credit hours in their area. Students are able to choose twelve graduate credit hours of electives, in consultation with their graduate committee and advisor, to further refine their course of study. In the end, non-thesis students must complete 33 credit hours of graduate courses. In addition to coursework, students must complete both written and oral comprehensive examinations. The culminating examinations are taken in the last semester of coursework and may cover any or all of the course work or educational experiences of the student. The Graduate Coordinator conducts an annual evaluation of each student's progress toward the degree during each spring semester and reports the results to the School Director and Associate Dean of the Graduate School. Students at risk academically, or who are in jeopardy of exceeding the six-year time limit are notified in writing by the Graduate Coordinator. A comprehensive curriculum review is conducted every 10 years to meet accreditation standards of the American Association of Family and Consumer Sciences (AAFCS).Specific course outcomes have been identified by the faculty of those courses and assessment activities are determined by the instructors of the courses. Those course outcomes and objectives are available in the attached syllabi.

2. Include a copy of the course evaluation to be completed by the student.

The system for course evaluation used with on campus courses will be made available on-line for student evaluations. Currently, the Evaluation Survey consists of core items for all University of Arkansas courses and college specific items. In addition, each instructor selects items that are appropriate for the specific course, such as items particular to distance delivery. The evaluation is a quantitative rating system for both the course and the instructor. The following is an example of a set of questions used for a distance education course. Students respond from 5 = strongly agree to 1=strongly disagree.
- My instructor is readily available for consultation.
- My instructor responded to my emails within a reasonable amount of time.
- My instructor provided prompt feedback on assignments, quizzes, and tests.
- My instructor makes good use of examples and illustrations.
- Grades are assigned fairly and impartially.
- The content of this course is consistent with the objectives of the course.
- Course requirements were clearly stated in the syllabus and the course outline.
- The assigned readings significantly contribute to the course.
- Complexity length of course assignments are reasonable.
- The course material is pertinent to my professional training.
- Meaningful feedback on tests and other work is provided.
- The audio and video files used in this course contributed to my understanding of the course material.
- Support staff members were able to answer my computer software and hardware questions.
- I received adequate information about the use of Blackboard courseware.
- Overall, I would rate this instructor: excellent, good, fair, poor, very poor.
- Overall, I would rate the course as: excellent, good, fair, poor, very poor.

In addition, all course evaluations allow for open ended response to suggested improvements to the course for the instructor.

3. Provide the plan for student access to all courses necessary to complete the program.

Courses that satisfy program requirements will be offered each year. A five-year course rotation plan has been developed, will be updated every year, and will be made available on the program website so that students can plan their programs of study in advance. In addition to University of Arkansas courses offered by Global Campus, the Ag*IDEA consortium has an inventory of ten courses in human development that students are able to choose in consultation with their advisors and graduate committees. Each course delivered through

Ag*IDEA will have a local instructor of record for students to contact. A three-year rotation of Ag*IDEA courses will be made available to students.

4. Provide a list of services that will be supplied by consortia partners or outsourced to another organization (faculty 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.)

   A large number of services are provided by the University of Arkansas units that support distance education. These include faculty support, course materials, course management and delivery, student advising, counseling or tutoring. Also, students are provided with technical support, library-related services, bookstore services, administrative services, FERPA oversight, orientation programs, and financial information.

   The School of Human Environmental Sciences wishes to offer students the opportunity to enroll in elective courses through Ag*IDEA. Ag*IDEA is the infrastructure comprised of 27 institutions through which agriculture and related social science programs can be offered through member institutions via distance delivery. Member institutions develop program curriculum collaboratively, share faculty expertise and offer a rotation of courses. Using distance education technologies, students admitted to the program locally have the option to enroll in those programs. The collaboration assists in the timely completion of course work for the degree program, allows for a wider variety of courses, and adds needed variety of instructional techniques and methods. The collaboration is guided by a board comprised of one faculty member from each participating institution offering courses, plus college level administrators. The board guides the overall program by agreeing to the core curriculum, student outcomes, assessment activities, and the rotation of courses. The operational policies and procedures are approved by campus academic officers representing registrars, finance, continuing education, and graduate schools at member institutions. The legal agreement to participate in the Ag-IDEA consortium has been approved by the U of A administrative officials.

   All courses under this agreement must be approved through the curriculum approval process of each campus offering courses. A system called ExpanSIS is used to manage the inter-institutional sharing of student information in compliance with FERPA regulations. All course information, textbook information, and special course information is listed in the ISIS registration system and managed by the campus coordinator at the U of A Global Campus. Each institution participating in Ag*IDEA must designate a campus coordinator. The campus coordinator at the U of A is housed at the Global Campus. This person participates in regular conference calls with campus coordinators at other Ag*IDEA institutions and is trained on the use of ExpanSIS, the consortium's shared student information system. The campus coordinator sets up sections in the U of A's student information system (ISIS) and ensures that tuition and fees are charged appropriately for each section. Additionally, the campus coordinator works with UA IT Services to obtain Blackboard access for students at other institutions who take classes taught by U of A faculty.

   Global Campus financial services provides function oversight for accounting transactions related to tuition charges, invoicing, collection, allocation, and reporting. The financial services director works with internal and external financial representatives, as necessary, to facilitate financial processes and resolved discrepancies.

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

   Student interaction with the instructor will be primarily through email exchange, virtual office hours, online chats, or discussion boards, depending on each instructor's syllabus. The instructor will outline approximate response time in the course syllabus but normal response

is ordinarily expected to be within 24 hours. Students can call and get immediate responses during virtual office hours. Student-to-student interaction will take place through small group and large group discussion led they the instructor via email between students and any other form of communication that the students are comfortable with such as phone calls, texting, threaded discussion, video chats, wikis, blogs, Skype, Facebook, or Twitter.

PROGRAM BUDGET

1. Demonstrate that the program budget includes sufficient resources for maintaining a high level of support staffing, the appropriate number of faculty, current operating learning systems, and continuous updating of appropriate technology used in the distance technology environment. Include any budget policies that are designed to recover distance technology costs (special tuition rates, mandatory technology fees, program specific fees, etc.).

   The School of Human Environmental Sciences has 17 graduate faculty members who model research, teaching, and service. Of those 15 have doctoral degrees and 2 have master's degrees. All of the faculty are engaged in scholarship and are involved in providing education-related service at the local, state, and national level. The majority of faculty members have already gained experience in developing and delivering on-line courses. Faculty members have office computers with video cameras for video conferencing. The university provides access to the Blackboard student learning system, while the Global Campus provides faculty members with assistance in designing courses and having those courses assessed using the Quality Matters framework. All online courses will be scheduled within faculty members' normal workload distributions.

   The Global Campus charges an additional $25 per credit hour to recover costs associated with distance education. In addition, the Ag-IDEA consortium has agreed to a common tuition for courses offered by member institutions. That is currently $500 per credit hour. These tuition rates all provide assistance to recover costs associated with providing the online courses.

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

   Development Costs: Global Campus Instructional designers provide instructional design services for UA faculty in developing and revising courses that are offered by the university. All courses are scheduled in the rotation of courses and part of the normal workload of faculty members.

   Delivery Costs: Faculty will teach the graduate course as part of their normal workload. Some of the courses will be taught by 9-month faculty in the summer session with support from summer tuition. All U of A courses are offered on UA servers and delivered using the university's Blackboard platform. Staff support for Blackboard maintenance is provided by university IT services staff. The Global Campus instructional design team works collaboratively with IT services to provide support for participating students and faculty. A financial agreement has been signed the Dean of the College of Agriculture, Food, and Life Sciences and the Dean of the Global Campus to specify the cost sharing of all courses offered online. Courses taught as part of the Ag*IDEA alliance have a common tuition that has been determined to equalize out of state tuition charges for the students. The pricing is agreed upon each year by the financial officers of the alliance.

   Estimated 3-Year Costs and Revenues: Using 2013 salaries of the instructors and tuition, the cost outlay would be $226,934 for salary and fringe benefits based upon the delivery on 29 courses over three years. Tuition income would equal $377,448 based on a minimum

enrollment of 20 students in each course and using 2013 graduate tuition per credit hour of $361.54.

AGENCY APPROVALS

1. Submit copy of written notification (e-mail) to Higher Learning Commission if proposed program will be offered 100% asynchronously.
2. Higher Learning Commission of the North Central Association Focused Visit Date, if required.

3. Provide documentation that proposed program has received full approval by licensure/certification entity. (A program offered for teacher licensure must be approved by the Arkansas Department of Education prior to consideration by the Coordinating Board).

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: **Date:**

LON-13