ATTACHMENT 2D-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 L Gaber / Provost and Vice-Chancellor for Academic Affairs

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

4. Name of Existing Certificate or Degree: Communication Minor

5. Proposed Effective Date for distance technology delivery: Spring 2015

6. CIP Code/Degree Code: 09.0101/1330

PROGRAM INFORMATION

7. Reason for offering program by distance technology:

   Fulbright College of Arts and Sciences has initiated a new degree program, Interdisciplinary Studies, which allows students to combine three minors to meet the B.A. requirements for the degree.

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.

COMM	1003	Fine Arts: Film	No Adjunct Faculty
COMM	1313	Public Speaking	No Adjunct Faculty
COMM	2333	Intro to Communication Research	No Adjunct Faculty
COMM	3383	Persuasion	No Adjunct Faculty
COMM	3443	Intro to Rhetorical Theory	No Adjunct Faculty
COMM	3503	Popular Culture and Comm	No Adjunct Faculty
COMM	4373	Political Communication	No Adjunct Faculty
COMM	4863	Seminar in Media	No 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.
    None

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.

Course			Max Class Size	Course Delivery Mode
COMM	1003	Fine Arts: Film	100	Online
COMM	1313	Public Speaking	32	Online
COMM	2333	Intro to Communication Research	125	Online
COMM	3383	Persuasion	125	Online
COMM	3443	Intro to Rhetorical Theory	30	Online
COMM	3503	Popular Culture and Comm	30	Online
COMM	4373	Political Communication	35	Online
COMM	4863	Seminar in Media	30	Online

Course			Class Interaction Modes*
COMM	1003	Fine Arts: Film	E-mail, telephone, discussion, blogs
COMM	1313	Public Speaking	E-mail, telephone, discussion, video, blog
COMM	2333	Intro to Communication Research	E-mail, telephone, discussion, video
COMM	3383	Persuasion	E-mail, telephone, discussion, video
COMM	3443	Intro to Rhetorical Theory	E-mail, telephone, discussion, blogs
COMM	3503	Popular Culture and Comm	E-mail, telephone, discussion, blogs
COMM	4373	Political Communication	
COMM	4863	Seminar in Media	

*All course uses BlackBoard as the instructor-student interface.

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

    The Department of Communication works hard to be student –oriented and faculty receive support from the Instructional Design Staff at the University of Arkansas Global Campus to incorporate learning activities that increase student participation and involvement.

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

Course			Course Schedule
COMM	1003	Fine Arts: Film	spring and summer
COMM	1313	Public Speaking	fall, spring, and summer
COMM	2333	Introduction to Communication Research	spring
COMM	3383	Persuasion	spring
COMM	3443	Intro to Rhetorical Theory	summer
COMM	3503	Popular Culture and Communication	summer
COMM	4373	Political Communication	fall
COMM	4863	Seminar in Media	fall

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

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.

    The only anticipated additional cost would be a full-time (.50%) graduate assistant to help the instructors of record each semester with research, course activities and some grading. The current semester stipend for a teaching assistant is $5,250.

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