

**ATTACHMENT 20-1**  
**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](mailto:sgaber@uark.edu)
4. Name of Existing Certificate or Degree: Spanish Minor
5. Proposed Effective Date for distance technology delivery: Spring 2015
6. CIP Code/Degree Code: 16.0905 /

**PROGRAM INFORMATION**

7. Reason for offering program by distance technology:

With our online delivery of our Spanish minor, we would like to participate in the new interdisciplinary online degree program being established at the global campus. We believe the Spanish minor will complement nicely the other minors in the program, by adding a very marketable skill to their program of studies. We believe it will prove quite attractive to students and generate significant numbers of new enrollments.

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.

Span 3003 (teaching duties long term will be shared or rotated; by adjunct faculty occasionally)

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.

Span 3103 (teaching duties long term will be shared or rotated; by adjunct faculty occasionally)  
Span 3113 (teaching duties long term will be shared or rotated; by adjunct faculty occasionally)  
Span 4003 (teaching duties long term will be shared or rotated; by adjunct faculty occasionally)  
Span 4223

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.

All five courses will be taught on line. Span 3003 is already being taught online. Span 4003 is being developed for online teaching during spring 2014 and will be offered online for the first time in fall 2014. Span 3103, 3113, and 4223 are scheduled for development in summer 2014 and will be offered online for the first time in Spring 2015. (We also have the prerequisites, span 1003, 1013, 2003, and 2013 all available online, both self-paced and semester-duration.)

25 students would be the maximum for each.

Class interaction modes would primarily be through Blackboard learning management system, which includes electronic bulletin boards, email, chat, blog, and synchronous web conferencing.

Course delivery modes

Online  
Compressed-video  
(CIV) Audio  
Conference  
Video Conference  
Web Conference  
Blended delivery (identify components)

Class interaction modes

Electronic bulletin boards  
E-mail  
Telephone  
Fax  
Chat  
Blog  
Other (specify)

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

Class interaction modes would primarily be through Blackboard learning management system, which includes electronic bulletin boards, email, chat, blog, and synchronous web conferencing.

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

In fall 2014, span 3003 and 4003 will be available online. Beginning in spring 2015, all five courses in the minor, and all four prerequisite courses, will be available online every semester.

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.

None.

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.

To launch the minor we would need a 4-course/semester Instructor position, with seed funding from the Global Campus @ salary \$36,000- \$40,000: this should allow us to cover the face-to-face classes not taught by the faculty teaching one section each (initially) in the online minor. At 35% of tuition income, one section each should generate \$45, 123.62, sufficient to cover the instructor salary in subsequent years. We expect demand to grow quickly for these courses, and every time we added an additional section for each of the five courses, we would need to add an additional instructor, which could be covered in the same way, by the 35% or revenue returned to the department.

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**