

## Proposal Content

1. **Memo of Intent** signed by Chair, Program Director (if applicable), Dean, and Graduate School (if applicable) submitted no later than 6 months prior to the intended program launch date) should include:
  - a. Program to be offered online
  - b. Inventory of changes to the program that would require Curriculum Council/Grad Council approval (reference specific course/program change forms that would need to be submitted and approved)
  - c. Whether a minor is explicitly required under existing approved program requirements (if applicable)
  - d. Intended launch date
  - e. Description of intended course format (Example: 8 week accelerated with 5- week summers)
  - f. Market demand considerations referencing (see attachment 1) Emsi market analysis and any other sources on program competitiveness, need in our region, potential pipelines, etc.
  - g. Confirmation that the program will be supported for three years. Specifically, include a statement that indicates that the department will schedule courses in a predictable pattern which allows students to finish the program in a predictable and timely manner for at least three years and is committed to creating a teach-out plan if applicable after three years.
  
2. **Attachment 1 – Market Demand Considerations**
  - a. Emsi reports – requested from [ESRA](#)
  - b. Other sources cited in justification, if applicable
  
3. **Attachment 2 – Schedule Planning and Sample**
  - a. For most graduate and undergraduate online degree completions programs this is a minimum two-year course map, identifying at least two entry points into the program. For undergraduate online degree completion proposals, specify whether It may be assumed that new students will have attained at least an associate’s degree (or will be close) and have completed all general education requirements except for the IS requirement.
    - i. Inventory any prerequisite courses that would block a student from beginning the program and that would not be met by the natural progression of the program.
    - ii. For courses in the rotation, identify whether new sections will need to be created or additional seats in existing sections will reserved.

- iii. While upper-level course electives may not be finalized at time of proposal or offered every semester, provide a list of potential course electives the department will routinely schedule at the points in the rotation they've outlined.

	<b>Fall A</b> (8 weeks)	<b>Fall B</b> (8 weeks)	<b>Winter</b> (3 weeks)	Spring A (8 weeks)	<b>Spring B</b> (8 weeks)	<b>Summer A</b> (5 weeks)	<b>Summer B</b> (5 weeks)
Year 1	ABC 301 ABC 302	ABC 310 Minor	(ABC 301) Minor	ABC320 ABC 330	ABC 401 Minor	ABC 402 Minor	ABC 415 Minor
Year 2	ABC 399 Minor	ABC 420 ABC 430	(ABC 302) Minor	(ABC 401) (ABC 402)	Minor (ABC 415)	(ABC 399) (ABC 420)	(ABC430) (ABC 310)

**4. Attachment 3 – Course Redesign Prioritization and Sample**

- a. Prioritized list of courses requiring redesign for online and/or accelerated format & tentative list of faculty responsible for developing courses

<b>Course</b>	<b>Course Title</b>	<b>Faculty</b>	<b>Design/Redesign ?</b>	<b>Plan/Build time</b>
ACS 100	Communication	Jones	Fall (1 <sup>st</sup> 8 weeks)	May-July 2021

**5. Attachment 4 – Budget Analysis**

- a. Completed Pro Forma, which will include initial and capacity program enrollment targets, net revenue goals, projected time to 100% cost recovery, revenue sharing plans, etc.

Note: Online and Education Outreach staff is available to assist with completing this step.

SUBMIT FULL PROPOSAL TO:

[online@siue.edu](mailto:online@siue.edu)

## SAMPLE MEMO OF INTENT

January 12, 2021

Memo To: Office of Online and Education Outreach

From: Chair (*initialed or digitally signed*)  
Program Director (*if applicable, initialed or digitally signed*)  
Academic Dean (*initialed or digitally signed*)  
Graduate School (*if applicable, initialed or digitally signed*)

Subject: Proposal for **offering a fully online option of an existing program for degree completion**/offering a fully online option of an existing graduate program/creating a new online program, certificate, or badge

Let this memo serve as the Department of XXXXXXXXXXXX's formal request to develop a **new online degree completion program option** in XXXXXXXXXXXXXXXX. The online degree completion program will be a compliment to the existing on-ground program that culminates in a BA/BS/etc. degree.

Several factors have gone into determining viability of a new online version of our existing program. Attached, you'll find an Emsi market analysis prepared by ESRA that indicates few competing programs in the region. Moreover, institutions with similar programs charge more for their programs; thus, SIUE would be offering our high-quality program at an affordable price. Many students earning this degree find jobs in XXXXXXXX field, where job growth is expected to increase by XX% over the next five years. Offering this program online could bolster partnership programs and/or informal pipeline development with community colleges to our north and south.

In reviewing our existing program, the following changes would need to be submitted and approved through the appropriate council:

1. XXXX 499 – Name of Course (Form 90C): need to re-word syllabus to make culminating senior capstone less specific to the on-ground experience while maintaining existing learning objectives.

2. Program Change (Form 91A): need to add clarifying language to transfer admission requirements to recommend certain prerequisite courses for students pursuing the online degree completion option

Additionally, it should be highlighted that the program requires students to complete a minor, though no *specific* minor is required. We request that the Online Launch Team (OLT) identify minor options that will align with our program, thematically and schedule-wise.

Our preferred launch term would be XXXXX. This target would afford us enough time to submit and implement curricular changes, complete substantive course redesign on XX courses, and analyze how best to redistribute teaching loads. We intend to offer our online degree completion option in an accelerated format where fall and spring semesters are scheduled using two 8-week sessions each. Winter Session may be used electively, and summer term will make use of varied combinations of standard, approved course lengths, from as few as three weeks, to the typical first and second five week sessions, up to and including the full ten week session.

Should this proposal be approved and launched, the department commits to supporting the online degree completion option for three years. We understand that this obligates us, for at least three years, to schedule courses in a predictable pattern which allows students to finish the program in a predictable and timely manner. We further understand and commit to creating a teach-out plan, should the department discontinue offering the online degree completion option after three years.

Required documents to complete this proposal have been attached. Please let us know if you have any questions or concerns and thank you for your consideration.

