

Approval Process for Adding Online Modality to Existing Degree Programs

APPROVED BY INDEV 11/12/2021

For any question please email stern2@mailbox.sc.edu.

Below is the procedure flowchart. The online modality process is step 4.

Approval levels:

1. Pre-Authorization – Provost’s office – (see proposed additions/revisions pp. 2-3)
2. Academic Unit Head
3. College/School Representative
4. **C&C review (proposed APPs/CIM additions p. 4 and C&C evaluation form, pp. 5-6)**
5. Faculty Senate
6. Provost’s Office
7. Board of Trustees (BOT AESEC and Full BOT)
8. CHE notification (Submitted by the Office of Academic Programs)
9. SACSCOC Notification (Submitted by the Office of Academic Programs/OIRAA)

Current Pre-Auth for Program Modifications

Date of Request*

Name of Program or Unit*

Contact Person*

First Name

Last Name

Email*

Phone Number

Academic Program Liaison*

First Name

Last Name

APL Letter of Support*

Please paste in a letter from your APL supporting this action.

College/School Dean*

First Name

Last Name

Dean Letter of Support*

Please paste in a letter from your college or school dean supporting this action.

Attach a completed budget and enrollment file (MS Excel file). * No File Chosen

Download the **PROGRAM MODIFICATION BUDGET & ENROLLMENT TEMPLATE** [xlsx].

Why this change to the Program/Unit and why now?

- Why is this change to the program/unit critical to advancing the University's mission?
- What existing programs/units provide related content? Could the proposed revised program/unit be more effectively mounted in collaboration with these programs/units?
- Why is it essential that this program/unit be revised at this point in time?

Please explain why now: *

Demand for Change to Program/Unit

~~• What documentation can you provide of the demand for the program/unit?~~

- Where are there competing programs/units in the state/Southeast?

Please explain the demand for the change: *

Proposed Revs/Adds for Online Modality

- [REPLACE] Explain the demand for the addition of online modality at this point in time. Provide supporting documentation, including considerations regarding market demand, student demand, external contracts, etc.

Impact on USC Reputation

- In what ways will this change to the program/unit make a difference in the institution's academic reputation?
- What evidence is there that the change to the program/unit will allow sufficient intellectual rigor, and currency with theories and practices in the discipline to be maintained?

Please explain the impact on USC's reputation: *

Resource Requirements

- ~~What previously approved programs does USC offer that are closely related to the new program and how are they related?*~~
- Will significant additional equipment or facilities be needed? If so, please explain.*
- Will significant additional financial resources be needed? If so, please explain.*
- Will a significant number of new courses be required? If so, please explain.*
- Will a significant number of new faculty be required? If so, please explain.*
- Will a significant number of additional library/learning resources be required? If so, please explain.*

- REPLACE What previously approved online programs does UofSC offer that are closely related to the new program and how are they related? Highlight any similar online programs (or programs that may be perceived as similar) offered by other UofSC campuses including Palmetto College; articulate clearly the differences between the proposed program and those already approved; and provide a detailed rationale for initiating the proposed modality.
- ADD Will our existing online support services be adequate (including orientation, advising, career counseling, etc.)? Please explain additional needs and resources necessary to deliver them.

Return on Investment

- In what ways will the change to the program/unit return USC's investment of resources in it?
- How long will it take for this change to show a return on USC's investment?

Please explain the return on investment: *

Sustainability

- Does the change to the program/unit require new financial resources from the Provost's office? New faculty lines?
- How sustainable would the changed program/unit be if no new resources are forthcoming from the Provost's office, but if funds are reallocated within your unit or college?
- How long will it take before the program/unit as revised is self-sustaining?

Please explain the sustainability: *

Proposed APPs/CIM questions for Adding Online Modality

Date Pre-Authorization was approved by Provost.

Program Impact

Impact on Carolina Core Students:

For adding online modality, provide an assured fully online pathway through the Core. List each class and identify which college(s) or school(s) has committed to offer fully online sections on a regular basis (i.e., at least once a year).

Letters of Concurrence from impacted college representatives :

Letters required from all colleges/units offering the above Carolina Core classes

Impact on Other Units or Palmetto College Campuses:

For adding online modality, provide an assured fully online pathway through all remaining degree requirements, including College Requirements, Program Requirements, and Electives. List each class and identify which college(s) or school(s) has committed to offer fully online sections on a regular basis (i.e., at least once a year).

Letters of concurrence from the relevant units and Palmetto College

Letters required from all colleges/units offering the above classes

Impact on face-to-face program within the major

How will the addition of online modality impact the face-to-face program. For instance, is it expected that staffing for the online program will draw from staffing for the face-to-face program, and to what extent? Is it expected that the online program will draw students away from the face-to-face program, and to what extent? What measures will be taken to ensure the sustainability of both programs?

What previously approved online programs does UofSC offer that are closely related to the proposed program and how are they related?

Highlight any similar programs (or programs that may be perceived as similar) offered by other UofSC campuses including Palmetto College; articulate clearly the differences between the proposed program and those already approved; and provide a detailed rationale for initiating the proposed program online.

Assessment plans

Will the proposed assessment measures, targets for acceptable performance, and/or program oversight for collecting and responding to assessment results remain the same as those for the existing face to face program?

Online Program Checklist for C&C - draft

Curricula and Courses Proposal Evaluation Form – Program Proposals

1. Is this a proposal for a course or a program?
2. Reviewer Name
3. Program Name
4. Is this a proposal to terminate a program?
5. Does the program termination affect other units?
6. Have letters of concurrence been submitted for each affected department?
7. Is this proposal for a new program or a change to an existing program?
8. Does the program follow the Program of Study Format? (1. Carolina Core; 2. College Requirements; 3. Program Requirements-Supporting Courses, Cognate/Minor, Electives; 4. Major Requirements-Major Courses, Major Electives)
9. If there are prescribed courses for any of the Carolina Core components, are the prescribed courses approved for that Carolina Core component? (e.g. MATH 111 prescribed as the course for the Carolina Core Analytical Reasoning and Problem Solving (ARP) component. MATH 111 is not an approved course to meet the ARP component and should not be allowed as a prescribed course in the proposal).
<https://academicbulletins.sc.edu/undergraduate/carolina-core-courses/>
10. Are letters of concurrence present for any courses added or removed that are from a different unit than the program in the proposal?
11. Do any courses removed from the program affect other required courses in the program? (e.g. If Biological Sciences, BS were to remove BIOL 302 from the degree requirements, then a course proposal would be needed for BIOL 425, also a degree requirement, to remove BIOL 302 as a prerequisite. There are several courses in Biological Sciences, BS that require BIOL 302 as a prerequisite, so they would all need to remove 302 as a prerequisite if it were removed from the program.)
12. Are prerequisites for required courses included in the program? (e.g. STAT 509 is included in the program and has a prerequisite of MATH 142. Therefore, MATH 142 should also be included in the program.) Note: MATH 111/111i/112/115/116 are exceptions to this and should not be included in the program.
13. Are the concentration requirements within the major described? (e.g. Is it stated that selection of a concentration is required or optional? Are the concentration hours in addition to the base major requirements or in place of the base major or certain requirements of the base major –major electives?)
14. Is an integrative course required (not just an option) in the base major or in each concentration so that all students will complete an integrative course in order to graduate?
<https://academicbulletins.sc.edu/undergraduate/carolina-core-courses/#integrativecoursestext>

15. Are there any ambiguous degree requirements or requirements that are missing a list of course options? (e.g. 3 hours of biological anthropology; 2 business courses; 6 hours of natural science)
16. Do the degree requirements equal the total degree hours? (Electives hours depend upon how students fulfill other degree requirements, including the Carolina Core, College Requirements, Supporting Courses, Cognate/Minor selection, and Major Requirements.)
17. For addition of online modality, is Pre-Authorization complete?
18. For addition of online modality, are letters of concurrence present for any listed competing online curricular offerings?
19. For addition of online modality, does the program proposal include an assured fully online pathway through all degree requirements, including Carolina Core requirements, College Requirements, Program Requirements, and Electives]?
20. For addition of online modality, do letters of concurrence from all affected units commit to deliver requisite online classes consistently (every/every other semester) to ensure progress within the program?
21. For addition of online modality, are all required courses approved for online delivery?
22. For addition of online modality, has the proponent explained the impact of distance learning on the face-to-face program?

23. Does the program proposal depend on the approval of any course proposals? (e.g. 1. Number of hours for various courses are being changed. The proposals for those courses must be approved before the program is changed to ensure that hours in the program are accurate. 2. New courses need to be created. The new courses need to be approved first to ensure that degree requirements or course options are accurate in the program being changed.)