

Appendix B

Converting an Approved Campus-based Degree Program or Certificate Program to a Distance Offering

The process and procedure described below applies to a substantive change in a University of Alabama existing, approved degree program or certificate program where the delivery of the program will

- add an online or off-campus version of the existing, approved campus-based, face-to-face degree program or certificate program, or
- replace the existing campus-based face-to-face degree program or certificate program with an online or off-campus version of the degree program or certificate program.

Under these circumstances, SACSCOC substantive change policy does not require prior notification and/or prior approval, but SACSCOC expects that internal procedures are in place to ensure compliance with the pertinent SACSCOC core requirements, comprehensive standards and federal requirements.

Responsibility:

It is the responsibility of the department chair, the associate dean and the college dean where the degree program or certificate program resides to ensure that the following steps are completed before the distance delivery of the program is initiated.

Required Process and Procedure:

Steps:

1. The Department Chair will identify the degree program or certificate program and affirm that the degree program or certificate program is currently listed on the official UA approved list of degree programs and certificate programs that is available on the UA SACSCOC website (see <http://sacs.ua.edu/>) and the Academic Affairs website (see <http://www.provost.ua.edu>)

Degree Program or Certificate Program Curriculum:

2. The Department Chair will list all the courses (Course Prefix & Number, Course Title) that make up the degree program or certificate program.

3. The Department Chair will provide a hard copy (or a hyperlink to an electronic copy) of the course syllabus for each course identified in Step 2.

4. The Department Chair will affirm that each course syllabus contains clearly defined and measurable course-level student learning outcomes to be achieved upon completion of the course.

Faculty Qualifications:

4. The Department Chair will identify the faculty member(s) that will teach each of the courses identified in Step 2. (If faculty are To-Be-Named, then at the minimum, the faculty assigned to teach the courses to be offered the first year of the distance program must be identified)
5. The Department Chair will provide a hard copy (or a hyperlink to an electronic copy) of the curriculum vita of each faculty member identified in Step 4.
6. The Department Chair will affirm that the designated faculty member in Step 4 to be assigned to teach each course holds the appropriate degree and/or credentials qualifying him/her to teach the respective course in accordance with University of Alabama and SACSCOC faculty credential requirements.

Credit Hour Policy:

7. The Department Chair will specifically indicate (course by course) how each of the identified courses in Step 2 meets the University of Alabama Credit Hour Policy (see Addendum 1: UA Credit Hour Policy, page 45). Typically for a given course, the documentation may reference the time involved in completing assignments & activities, studying, participation in online discussions, etc. and/or the assessment evidence to be provided that affirm achievement of a given student learning outcome, or a combination of the two. This credit hour evidence-base should closely align with the details provided in the respective course syllabus.

Student Learning Outcomes Assessment

8. The Department Chair will prepare an assessment plan for the proposed distance degree program that meets the University of Alabama Division of Academic Affairs Program and Student Learning Outcomes Assessment requirements (i.e., three common program outcomes. at least 4 undergraduate student learning outcomes or at least 2 graduate student learning outcomes and at least two measures of achievement for each outcome). Since the proposed degree program already exists as an on-campus face-to face degree program and has an assessment plan in place in the WEAVE Accreditation Management System, the Department Chair can create one outcomes assessment plan to address both on campus and distance delivery of the degree program or certificate program by completing the *UA Request to Combine Degree Programs into One Single Annual Assessment Plan* (see attached Addendum 2, page 50).
9. The Department Chair will affirm that the measurement of program outcome achievements and student learning outcome achievements includes both on-campus and distance learning students. The Department Chair can choose to combine or report separately their assessment results in the annual assessment report due September 15 each year.

Library and Learning Resources

10. The Department Chair will affirm that the students enrolled in the distance degree program or certificate program will have access to the same or comparable library and information

resources as the on-campus student enrolled in the program and that staffing and services are in place to support the distance offering.

11. The Department Chair will affirm that adequate physical facilities and equipment are accessible to the distance student to meet the demands and expectations of the degree program or certificate program.

12. The Department Chair will sign the UA Substantive Change Routing Approval Form (see attached page 44) and forward it and all supporting documentation to the College Associate Dean.

13. The designated associate dean and the dean of the college where the degree program or certificate program resides will affirm that the department chair has satisfactorily completed each of the 11 steps presented above and sign off on the attached Substantive Change Routing Form. A copy of the approval form and all supporting documentation will be sent to the SACS Liaison and to the Provost & VP for Academic Affairs.

University of Alabama Substantive Change Routing Approval Form

Name of the Degree Program: _____

Originating Department: _____

Check one: ☐ This substantive change involves a new degree program to be offered online or at an off-campus location
☐ This substantive change is an existing and approved degree program to be offered at an off-campus location or utilizing a distance education delivery format

Approvals:

- | | |
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| 1. Department Chair: | The UA and SACSCOC policies and procedures have been followed in the preparation of this substantive change: <div style="text-align: right; margin-top: 10px;"> _____
 (Print Name) </div> <div style="text-align: right; margin-top: 10px;"> _____
 (Signature) </div> |
| 2. College Associate Dean: | I have reviewed and verify that the action steps executed by the department chair ensure that all UA, SACSCOC, and federal policies and procedures pertaining to the substantive change have been met. <div style="text-align: right; margin-top: 10px;"> _____
 (Print Name) </div> <div style="text-align: right; margin-top: 10px;"> _____
 (Signature) </div> |
| 3. College Dean: | I have reviewed and approve the substantive change and verify that all federal, SACSCOC and UA substantive change policies and procedures have been met. <div style="text-align: right; margin-top: 10px;"> _____
 (Print Name) </div> <div style="text-align: right; margin-top: 10px;"> _____
 (Signature) </div> |
| (if Graduate Degree Program)
4. Graduate Dean/Assoc Dean | I have reviewed the graduate level substantive change documentation and affirm that all UA Graduate School policies and procedures associated with a substantive change have been addressed. <div style="text-align: right; margin-top: 10px;"> _____
 (Print Name) </div> <div style="text-align: right; margin-top: 10px;"> _____
 (Signature) </div> |
| (if International Program)
5. Associate Provost for International Education | I have reviewed the substantive change documentation and affirm that all provisions within the Memorandum of Understanding are consistent with Capstone International Center academic program policies. <div style="text-align: right; margin-top: 10px;"> _____
 (Print Name) </div> <div style="text-align: right; margin-top: 10px;"> _____
 (Signature) </div> |
| 6. Provost & VP Acad Affairs: | <input type="checkbox"/> I approve the substantive change for this existing approve degree program
<input type="checkbox"/> I approve the substantive change for this new degree program pending official approval from the SACSCOC. <div style="text-align: right; margin-top: 10px;"> _____
 (Print Name) </div> <div style="text-align: right; margin-top: 10px;"> _____
 (Signature) </div> |