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**PROPOSAL FOR ONLINE DELIVERY OF A REGISTERED PROGRAM**

*Please insert the requested information in the table below.*

|  |  |
| --- | --- |
| **Degree:**  *e.g., BA, MS, PhD* |  |
| **Program Name:**  *e.g., History, Mechanical Engineering, Urban Planning* |  |
| **Sponsoring School(s):** |  |
| **Proposed Start Date:** |  |
| **Name and Email Address of the Primary Contact Person for this Proposal:** |  |
| **Date of Proposal Submission:** |  |

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Please complete the questions below and submit this document through the APAS system (<https://apas.provost.columbia.edu>) to begin the review process. *Please note: Firefox is the recommended browser for APAS; functionality may be less optimal when using Internet Explorer or Chrome.*

1. **Purpose**
   1. Describe the reasons for offering the program online.
   2. Discuss how the online program furthers the mission and plans of the department or school.
   3. Will the program continue to be offered in the traditional format (face-to-face) as well as online? If so, describe the expected class sizes of the two formats.
2. **Curriculum**
   1. Will the online curriculum and degree requirements be identical to those of the traditional program? If not, please describe the new curriculum and provide a complete set of learning objectives.
   2. Describe whether the program will be purely online or hybrid. Indicate the minimum and maximum percentages of the program that can be taken online. Will students be able to flow freely between the online, hybrid, and traditional formats?
   3. Indicate whether the online version of the program will require the development of new courses. If it does, please provide a syllabi for the new course.
   4. Describe the provisions made for updating the content and delivery of the courses offered online. How will faculty be prepared to teach in an online format?
   5. If the program requires field work, an internship, or another form of educational activity outside of the classroom, discuss how the department or school will supervise that portion of the program.
3. **Faculty**
   1. Provide a list of the core faculty who will teach in the online portion of the program, divided between those who are full-and part-time.
   2. Discuss how the addition of an online component will affect the staffing of the on-campus version of the program and if it will increase the teaching assignments of existing faculty.
   3. Indicate if the online version of the program will require the appointment of additional faculty either at its inception or by the time it reaches steady state. If so, indicate the number of new faculty it will require, divided between full-and part-time, the subjects they will teach and their anticipated year of hire.
4. **Students**
   1. Will the admissions criteria for the online program be the same as the admissions criteria for the traditional program? If not, please explain.
   2. Provide the anticipated enrollments of students in the online component of the program in its first year and once it reaches steady state. Indicate the number of years it will take to grow the program to its full size.
   3. Describe how the University’s student services will be made available to online students.
   4. Describe how the program will authenticate the identity of the online students in the program.
   5. Describe how the program will test and assess what the online students have learned.
5. **Online Delivery**
   1. Describe the online platform the program will use. If it is not one that the University already uses describe the rationale for selecting a different one.
   2. Describe the technical support provided to support the online program.
6. **Finances**
   1. Provide an estimate of the new revenues the online program will generate in each of its first three years and when it will reach steady state if that will occur in a later year.
   2. Provide an estimate of the additional expenses the online program will require in each of its first three years and when it will reach steady state if that will occur in a later year. Include a breakdown of those expenses by type, using the following categories: 1) new faculty; 2) additional administrative personnel; 3) online systems and technical support; and 4) additional OTPS expenses. Show the net surplus or deficit produced by the program in each of its first three years and when it will reach steady state if that will occur in a later year.
7. **Evaluation**
   1. Describe how the quality of the online program will be evaluated, including the responsible faculty or faculty committee and the frequency of the reviews.
   2. Describe the metrics the program will use to evaluate student learning and discuss how they will differ, if at all, from the outcomes used in the on-campus version of the program.
   3. Describe how student input will be obtained as part of the evaluation of the online program.