# PROPOSAL – 1

## NEW DEGREE PROGRAM

Please use the document <ADHE-P01-2019-instructions.pdf> as a guide in completing this proposal document. The instruction document is linked as **P-1: Program Proposal - Instructions** from the ADHE forms tab on this page:                    }

## 2.   CIP CODE REQUESTED

{type/insert text here}

## 3.   CONTACT PERSONS

### 3.1  ACADEMIC AFFAIRS CONTACT

Jonathan A. Glenn
Associate Provost

University of Central Arkansas
201 Donaghey Ave.
Conway, AR 72035

(501) 4503126
jona@uca.edu

### 3.2  PROGRAM CONTACT

{name}
{title}
{telephone number}
{email address}

## 4.   PROPOSED STARTING DATE

{type/insert text here}

## 5.   PROGRAM SUMMARY

{type/insert text here}

Provide a general description of the proposed program.  Include overview of any curriculum additions or modifications; program costs; faculty resources, library resources, facilities and equipment; purpose of the program; and any information that will serve as introduction to the program.

List degree programs or emphasis areas currently offered at the institution that support the proposed program.

## 15. SIMILAR PROGRAMS

{type/insert text here}

### 15.1 INSTITUTIONS

List institutions offering program:

Proposed undergraduate program – list institutions in Arkansas

Proposed master's program – list institutions in Arkansas and region

Proposed doctoral program – list institutions in Arkansas, region, and nation

State why proposed program needed if offered at other institutions in Arkansas or region.

List institution(s) offering a similar program that the institution u (t)15.33 (s)-2.725luas


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on course content and instruction, rather than the layout, navigation, typography, and usability of the course design

The Instructional Designers also assist faculty and department chairs through a two-step online course review process. The first step is completing the Checklist for Online Courses before the course is taught for the first time. After the course has been taught at least three times, the second step is a review of the online course by the instructor, department chair, and an instructional designer using the UCA Online Course Review Rubric. Given continuous advances in online technology and pedagogy, the purpose of this review is to provide the instructor with constructive feedback to improve student success in the course.

## 20.2 INTERNAL ORGANIZATIONAL STRUCTURE COORDINATING DISTANCE COURSES OR PROGRAMS

### 20.2.1 Academic Leadership

Within the Division of Academic Affairs, the following leadership positions are responsible for coordinating UCA Online courses, programs, and enrollment.

**Provost and Executive Vice President**
> Leads the overall operations of UCA Online and engages critical stakeholders in the strategic planning process for UCA Online within the context of the UCA's vision, mission, goals, and core values.

**College Deans, School Directors, and Department Chairs**
> Provide leadership in the development, direction, planning, implementation, and supervision of online degree programs and certificates.
> Identify emerging trends and conduct needs analyses on opportunities for new online programs and services.
> Identify programs with strong demand which support the workforce needs of the state and nation and advocate for their development.

**Associate Provost for Academic Success**
> Conducts market research to identify programs for possible development through online delivery and shares results with relevant stakeholders.
> Supervises the Center for Teaching Excellence to ensure faculty development in the design and delivery of high-quality online degree programs and certificates.
> In collaboration with critical stakeholders, develops policies and procedures to develop, support, and grow quality online degree and certificate programs.
> Monitors compliance with ADA, USDOE, ADHE, HLC, SARA and other legal, regulatory, and accreditation standards related to online degree and certificate programs.

**Associate Vice President for Enrollment Management**
> Assesses the evolving needs of online students.

Collaborate

and receiving academic credit. UCA meets or exceeds applicable standards through the following procedures:

> Every student enrolled at UCA is given a network username, a personal identification number, and a password; to access their myUCA account, the student must use the username and password. Current university rules require a strong password and that the password be changed every ninety (90) days.
>
> To enroll in courses, students must use their secure myUCA username and password. The use of username and password is required to access all distance education courses offered through UCA's course management system. The username and password combination provides basic security and privacy for all course work and exams. Additional security tools include the following:
>
> > Video recording capability during non-proctored online exams
> > Writing style software for anti-plagiarism
> > A custom browser that locks down the online testing environment within UCA's course management system

UCA will implement new or additional technologies and practices that are effective in verifying student identity in accordance with federal and state regulations when financially feasible and available. UCA makes every possible attempt to protect student privacy and reports students who falsify their identity on any UCA documentation. Incidents will be reported to the Office of the Inspector General of the U.S. Department of Education.

### 20.5 LIST OF SERVICES THAT WILL BE OUTSOURCED TO OTHER ORGANIZATIONS

Blackboard ASP Solution is the application service provider (ASP) for the Learning Management System.