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**UT Offsite Location – Application for External Approval**

COLLEGE OBLIGATIONS

The college in which this program/offsite location resides will be responsible for

* Payment of the original application fee to HLC.
* Completion of the Off-site Academic Program Annual Report.
* Payment of any fines incurred by the institution for any violations from failure to comply with accreditation/federal regulations.

INSTITUTIONAL PLANNING

1. Briefly describe the planning process for the new location, including the involvement of various constituencies, the management of the location, and how this fits into the organizational structure of UT.

Attach copy of signed agreement (e.g., memorandum of understanding) which describes responsibilities of each party.

1. Describe the physical facilities and equipment to support the program that will be offered at the location.
2. What is the evidence that the facilities at this location will meet the needs of the students and the curriculum?
3. Indicate the projected enrollments for the program over the next three years.
4. Provide a budget – What are the projected revenues and expenses? What are the projected enrollment and staffing needs?
5. Date of site visit and summary of findings:
6. If approved, what future growth (adding courses and/or faculty) is anticipated, if any? How will this group be managed?
7. Was a needs assessment/market analysis performed to determine the need for the program at this site? If so, briefly describe the results of those findings.
8. Were advisory groups, business and industry, or other experts consulted when considering adding the program to this site? If so, briefly describe the involvement of these groups in the development of this request.

ACADEMIC AND ADMINISTRATIVE LEADERSHIP

1. Describe the role of the individual responsible for overseeing operations at this location. Include the person’s title, his/her duties at the site; and an explanation of who this person reports to on the main campus.
2. Describe the role of other senior academic/administrative staff at the site. Include title(s) and duties/responsibilities.
3. Describe administrative services (e.g., admissions, financial aid, etc.) available at the site. If services are not available onsite, describe how students access such services.
4. Describe the academic student services (e.g., advising, tutoring, etc.) available at the site. If services are not available onsite, describe how students access such services.

LIBRARY RESOURCES

1. Complete the table below to describe the library resources available at the site.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **On-Site Physical Library** | **Credentialed Librarian On-site** | **Resources** | **Services** | **Hours of Operation** |
| Yes/No | Yes/No | e.g., number of volumes, access to OhioLink, computer labs, etc. | e.g., orientation, reference librarians, etc. |  |

1. Describe the role of the administrative head of the onsite library. In your response, include the number of individuals, position titles, duties and responsibilities, who the staff report to, and if any of these staff have faculty status.
2. If a full-service library is not available onsite, indicate how students, faculty and staff will access the resources and services of the main campus library.

CURRICULUM AND INSTRUCTIONAL DESIGN

1. How will instruction be overseen effectively?
2. What impact will the location have on instructional capacity at existing locations?
3. Indicate whether alternative delivery options are available for the program at the site and indicate whether this is different from the delivery option used for the approved program at other locations:

|  |  |  |
| --- | --- | --- |
|  | Available | Currently Used in Approved Program |
| Accelerated | Yes/No | Yes/No |
| Hybrid/blended | Yes/No | Yes/No |
| Online | Yes/No | Yes/No |

INSTITUTIONAL STAFFING, FACULTY, AND STUDENT SUPPORT

1. How does the program plan to staff the location, including judging faculty qualifications and full-time vs. part-time faculty? How does this differ from processes for staffing at UT?
2. What is the process for selecting, training, and orienting faculty for the location? What special professional development, support, or release time will be provided for these faculty?
3. What is the evidence that the program will effectively deliver, support, and manage necessary academic and student services at the location?
4. Complete the faculty matrix below for courses in the program/major, including general education, to be offered onsite. A faculty member must be identified for each course to be taught at the site during the first two years of operation. If a faculty member has not yet been identified, indicate that as an “open position” and describe the necessary qualifications.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Instructor Name | Rank or Title | Full-time or Part-time | Degree Titles, Institution, Year (include discipline/field as listed on diploma) | Years of teaching experience in the field | Additional expertise | Title of the course(s) taught  | Number of courses taught/year at ALL locations |
|  |  |  | Include discipline/field listed on diploma |  |  | Include course prefix and number |  |

EVALUATION

1. Describe the process for monitoring, evaluating, and improving the overall effectiveness and quality of the offerings.
2. Describe the process for assessing and improving student learning, including student persistence and completion, in the offerings.
3. How are the measures and techniques the institution uses for the location equivalent to those for assessment and evaluation at the main campus or other locations? If there are differences, why are these differences appropriate?

ATTACHMENTS

* Organizational chart for the location
* CV of the individual responsible for overseeing operations at the location
* List of courses available onsite
* CV for every faculty member teaching in this program at the site

Submit completed application to Heather.Huntley@utoledo.edu

Updated October 2016