Checklist: Online Program Development

These items correspond with the flowchart on the page 4. The section-specific checklist will be included in the beginning of each section.

STEP 1: Idea Generation and Feasibility Review

- Idea for new program is generated/received by faculty/department/school/college (referred to as academic representative)
- Academic Representative creates brief description, guided by questions on “Think Sheet”
- College dean authorizes further investigation
- Academic Representative contacts Vice Provost, eLearning, and Strategic Partnerships
- Vice Provost, eLearning, and Strategic Partnerships facilitate strategic needs discussion and review
- Academic Representative is provided Online Program Development Guide
- Vice Provost, eLearning, and Strategic Partnerships initiate review consultation with appropriate parties
- eLearning OHIO facilitates marketing research process, needs analysis and sustainability reports
- eLearning OHIO facilitates State Authorization review for offering programs outside of Ohio
- As needed, surveys of or input from workforce stakeholders and strategic partners may be conducted
- Final feasibility report is compiled and discussed with Academic Representative
- Department chair authorizes Academic Representative to proceed to Step 2
- College dean authorizes Academic Representative to proceed to Step 2

STEP 2: Program Proposal Development

- Project lead is identified: responsibilities and compensation discussed with department chair
- Project lead may want to create a team charter to include those who will be working together to develop the proposal and launch plan
- Create project timeline
- Establish budget for project
- Create course offering map
STEP 3: Department Curriculum, College Curriculum, and University Programs Committees Approvals

- Follow procedures of your department for new course/program approval
- Follow New Semester Program Proposal Guidelines from the UCC website (see introduction to guidelines and a sample submission in this section)
- Submit/obtain new course approvals, as required

STEP 4: Individual Course Committee (ICC) Approval

- Monitor process, respond to questions that arise from approval bodies, as needed

STEP 5: University Curriculum Council (UCC) and Provost’s Approval

- Monitor process, respond to questions that arise from approval bodies, as needed

STEP 6: Ohio University Board of Trustees Approval

- Prepare a brief program summary to be provided to the Board of Trustees by the Provost, contact Associate Provost for Faculty & Academic Planning for guidance. (See sample resolution and letter of support)

STEP 7: Ohio Board of Regents Approval and Other Notifications

- Prepare request for approval of degree program; reference Ohio Board of Regents website here. (see sample of Undergraduate Approval Request and Supplement for Online Delivery prepared for BSTOM)
- Submit Ohio Board of Regent request for approval after Ohio University Board of Trustees has approved program

STEP 8: Develop a Launch Plan

- Complete checklist for functional support offices
- Complete checklist for student services assignment
- Complete preparation for marketing plan
- Create course offerings timeline with teaching load identification
- Review course facilitator process and have facilitators trained as needed
- Template for Memo of Understanding with eLearning OHIO for services