Getting Started

**PRINTABLE COPIES:**
Access to a printable version of this document and the forms and samples referenced are available at:
www.online.ohio.edu/DevelopmentGuide
Online Program Development Flowchart

1. (3 months)
   - External Demands & Opportunities
   - Consult with Dean and Curriculum Committee
   - Consultation with eLearning Ohio Receive New Program Development Guide

2. (6-12 Months)
   - Creation of Formal Program Proposal Using University New Program Development Guide
   - Program Proposal: New or migration to online Needs Assessment, Market Analysis, long term demand, Curriculum, Delivery Methods, Course offerings Schedule, Faculty and Staff Resource requirements, Budget, Cash Flow, Admissions Criteria, Timeline, Technology needs.....
   - Revision Requested
   - Department Curriculum / Programs Committee vote
     - Yes
     - College Curriculum / Programs Committee vote
       - Yes
       - University Programs Committee
         - Yes
         - ICC
           - IF Provost YES then required letter of intent to OBR from Department USE OBR FORM
           - NO
           - Provost
             - YES
             - Provost
               - YES
               - OBR REVIEW
               - YES/NO
             - NO
             - OU Trustees
               - YES
               - Provost Sign Off
               - OBR REVIEW
               - YES/NO
             - NO
             - Dept. Prepares OHIO BOARD of REGENTS Required new program documents
               - YES
               - Dean Sign Off
               - Provost Sign Off
               - OBR REVIEW
               - YES/NO

Steps 1-7 will take a min of 20 months practically 29 months
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
Contact Information

Many of the documents in this guide provide a primary contact point, by title, in relation to the topic. The following list provides the name, email address, and phone number for those currently in those positions.

Academic Technologies

Director, Academic Technologies
Candace Morris | morrisc1@ohio.edu | 740.597.1339

eLearning OHIO and Strategic Partnerships

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Executive Vice President and Provost’s Office

Associate Provost for Faculty & Academic Planning
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Graduate College

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University Curriculum Council

For current list of Council Chairs and staff:
www.ohio.edu/facultysenate/committees/ucc/