STEP 1 Checklist: Idea Generation and Feasibility Review

These items correspond with section 1 of the flowchart.

STEP 1

☐ 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 facilitates strategic needs discussion and review
☐ Academic Representative is provided with 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 (see Market Analysis Process, page 13)
☐ eLearning OHIO facilitates State Authorization review for offering programs outside of Ohio (see State Authorization Review, page 17)
☐ 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