Considerations for Sustained Operations

FORMS & SAMPLES:
Access a copy of the forms or samples in this section at:
www.online.ohio.edu/DevelopmentGuide/SUSTAINED
Sustained Operations List

The first few years after launching a program, there are several considerations to make in assuring it is sustained appropriately.

Considerations include:

- Recruiting goals for years 1–3
- Admissions plans
- Evaluation timeline and responsibility (reference table included)
- Rolling budget for years 1–3
- Term-by-term functional tasks checklist
- Long-term planning
  - Accreditation considerations (information included)
  - Program review process measurement identification
  - Long-term rolling strategic planning
  - Course review and update
  - Instructor review and education

**Evaluation Timeline**

<table>
<thead>
<tr>
<th>WHAT TO EVALUATE</th>
<th>BY WHOM</th>
<th>TIMING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Evaluation</td>
<td>Academic Unit or eLearning OHIO</td>
<td>End of every course offering</td>
</tr>
<tr>
<td>Faculty</td>
<td>Academic Unit</td>
<td>Annually</td>
</tr>
<tr>
<td>Program</td>
<td>Per University Guidelines</td>
<td>7 years</td>
</tr>
<tr>
<td>Systems</td>
<td>With OIT</td>
<td>As needed</td>
</tr>
<tr>
<td>Quality Assurance/ Course</td>
<td>Peer Review (eLearning administers)</td>
<td>After first offering, each 3–5 years or following revision or instructor change</td>
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<tr>
<td>Market Demand</td>
<td></td>
<td>Review original analysis in 1–3 years</td>
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<tr>
<td>Student Services</td>
<td></td>
<td>Annually</td>
</tr>
</tbody>
</table>
Accreditation and Curriculum Design Considerations

At the start of designing a new online program curriculum, the project lead and department/school which will be responsible for the new program should design with the following items/questions as guides:

- Stakeholders needs
  - Students
  - Employers
  - Faculty
- Accreditation requirements
  - If program specialized accreditation is to be sought for the program, what requirements are imposed on the curriculum from the accrediting agency?
  - What school and/or university accreditation requirements must be considered when designing the program?
- What are the learning outcomes for the program?
- What are the competencies/skills for the individual courses?
- Does a body of knowledge exist for the subject matter to be taught? If not, does research need to be conducted to identify/validate learning outcomes for the curriculum?
- Instructional design model to use
- What data collection will be required for the program/courses?
  - Course evaluations
  - Student learning validations
  - Program evaluations
  - Alumni follow-up
- Program review requirements