

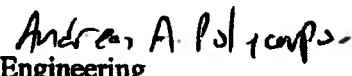



April 11, 2014

MEMORANDUM

TO: Dr. John C. Criscione 
Assistant Dean for Graduate Programs

THROUGH: Ms. Amber Muenzenberger 
Director, Remote Learning and Outreach Education

THROUGH: Dr. Andreas A. Polycarpou 
Department Head, Mechanical Engineering

FROM: Dr. Alan Palazzolo 
Graduate Director, Mechanical Engineering

SUBJECT: Distance Education Masters of Engineering in Mechanical Engineering

The Masters of Engineering in Mechanical Engineering is currently approved for on-campus face-to-face delivery. We would like to start offering this degree via distance education beginning fall 2014. Please see the approval and online delivery proposal forms for additional information.

Texas A&M University

New Certificate, Bachelors, Masters, or Doctoral Program

♦ Proposal Checklist ♦

Requested by the Department or Unit of : Department of Mechanical Engineering

Program Type, Level, Designation, Title, Description, Hours

Program Type	Certificate Program <input type="checkbox"/>	Degree Program <input checked="" type="checkbox"/>			
Program Level	Undergrad Certificate <input type="checkbox"/>	Grad Certificate <input type="checkbox"/>	Bachelor <input type="checkbox"/>	Master <input checked="" type="checkbox"/>	Doctoral <input type="checkbox"/>
Degree Designation (i.e., BS, BA, MA, MS, MAgg, Med, PhD, EdD, etc.)		<u>MEng.</u>			
Title of proposed program: <u>Masters of Engineering in Mechanical Engineering (Distance Education)</u>					
Proposed CIP Code (if known): <u>14.1901.00</u>					

Brief program description (provide a catalog description for undergraduate and graduate certificates):

The Department of Mechanical Engineering at Texas A&M University will offer the Master of Engineering in Mechanical Engineering degree program online, beginning in the fall 2014 semester. The distance learning Master of Engineering in Mechanical Engineering will be the same degree one would earn if one studied on the Texas A&M University campus in College Station, Texas. The standards for admission, course work, and graduation are the same, and the diploma will be the same as those for on-campus students.

The Master of Engineering in Mechanical Engineering is designed for graduate students interested in practicing engineering at an advanced level in government or industry. Each mechanical engineering graduate course is designed to provide a clear presentation of the underlying principles and theories essential to an understanding of the subject. Analytical and experimental techniques are described when required to apply the subject material to modern problems facing the engineers of today. In many cases, the course material supplements active research in mechanical engineering areas currently conducted at Texas A&M and other prominent research centers around the world. In addition, new research programs have begun in manufacturing processes, nondestructive testing, computer-aided design, manufacturing, plastics engineering, artificial intelligence and robotics.

- The overall educational objective of the Distance Learning based Master of Engineering program is to provide coursework that:
- gives a deeper understanding of mathematics, science and engineering for industrial and research and development R&D applications,
 - helps to identify, formulate and solve advanced engineering and R&D problems,
 - provides an ability to use advanced techniques, skills and engineering tools required for engineering and scientific practice, and
 - gives an ability to design an advanced engineering component or system to meet desired needs with realistic constraints.

<u>Minimum program semester credit hours (SCH)</u>	<u>Certificates - 12 hours*</u>	<u>Bachelors - 120 hours</u>	<u>Masters - 30 hours</u>
Proposed program hours:	_____	_____	<u>30 hours</u>
*12 hours minimum to appear on transcript			

Off-Campus or Distance Delivery

% of Program a student can take off-campus or through

Distance Education	Program Start Date	SACS Approval**	When Provost needs to inform SACS
<input type="checkbox"/> 25%	_____	Notification Only	_____
<input type="checkbox"/> 50%	_____	Approval Required	6 months before first day of program
<input type="checkbox"/> 80%	_____	Approval Required	6 months before first day of program
<input checked="" type="checkbox"/> 100%	<u>Fall 2014</u>	Approval Required	6 months before first day of program

**Notification letter arranged through the Vice Provost for Academic Affairs and sent by TAMU President.

Program Delivery Mode

	Location		
<input type="checkbox"/> On-campus	_____		
<input type="checkbox"/> Broadcast / TTVN	_____		
<input type="checkbox"/> Specific off-campus location***	_____		
<input checked="" type="checkbox"/> Distance Education / Internet	In-State <input checked="" type="checkbox"/> Out-of-State <input checked="" type="checkbox"/>	Start Date	<u>Fall 2014</u>

Texas A&M University
New Certificate, Bachelors, Masters, or Doctoral Program
• Proposal Checklist •

Out-of-Country

Will this program be offered with another Institution? Yes No
If yes, contact the Vice Provost for Academic Affairs for additional reporting requirements.

***Is this an approved SACS location? Yes No If no, a program prospectus must be sent to SACS.
Approved locations as of March 2012: TAMU-Galveston, TAMU-Qatar, University Center-The Woodlands, CityCentre-Houston, Dubai and Saudi Arabia.

Program Funding

Has program funding been finalized at the department or college level?

Yes No

If no, explain or attach budget: _____

Will new costs for the first five years of the program be under \$2 million?

Yes No

If new costs exceed \$2 million, coordinating board approval is required.

Submitted by (Contact Person):

Amber Muenzenberger

amberger@tamu.edu

Name

Email

Director for Remote Learning and Outreach Education

979.458.9719

Title

Phone

Certification Statement

By signing below, the Dean of the College certifies the proposed program complies with coordinating board standards. If the program is delivered through Distance Education, the Dean of the College certifies that they are following the *Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically*.

Use additional signature lines if program is between three or more departments or colleges.

Andreas A. Polycarpou 4/15/14
Signature, Department Head or Interdisciplinary Program Chair Date

Andreas A. Polycarpou
Typed or Printed Name

Valerie E. Stuby 4/22/14
Chair, College Review Committee or Date

Valerie E. Stuby 4/22/14
Dean of College or Date

[Signature] 5-16-14
Chair, University Curriculum Committee or Graduate Council Date

Additional Approvals Required: Faculty Senate and President.

**DISTANCE EDUCATION
ELECTRONIC TO INDIVIDUALS (ONLINE DELIVERY) APPROVAL FORM**

Submitted by:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Texas A&M University | <input type="checkbox"/> Texas A&M University-Texarkana |
| <input type="checkbox"/> Texas A&M University- Central Texas | <input type="checkbox"/> Texas A&M International University |
| <input type="checkbox"/> Texas A&M University-Commerce | <input type="checkbox"/> Prairie View A&M University |
| <input type="checkbox"/> Texas A&M University-Corpus Christi | <input type="checkbox"/> Tarleton State University |
| <input type="checkbox"/> Texas A&M University-Kingsville | <input type="checkbox"/> West Texas A&M University |
| <input type="checkbox"/> Texas A&M University-San Antonio | <input type="checkbox"/> Texas A&M Health Science Center |

Distance Education: Electronic to Individuals (Online Delivery) Authorization Request

Please list the proposed degree and CIP code:

Degree: Masters of Engineering in Mechanical Engineering

CIP Code: 14.1901.00

When is the effective date of the proposed program?

Effective Date: Fall 2014

****Please note:** This proposed program cannot be advertised as an online delivered degree program until the A&M System Office of Academic Affairs has approved it and the Texas Higher Education Coordinating Board has been notified.

Summary of Proposal (Include Background Information and Rationale for the change.)

The Department of Mechanical Engineering at Texas A&M University will offer the Master of Engineering in Mechanical Engineering degree program online, beginning in the fall 2014 semester. The distance learning Master of Engineering in Mechanical Engineering will be the same degree one would earn if one studied on the Texas A&M University campus in College Station, Texas. The standards for admission, course work, and graduation are the same, and the diploma will be the same as those for on-campus students.

The Master of Engineering in Mechanical Engineering is designed for graduate students interested in practicing engineering at an advanced level in government or industry. Each mechanical engineering graduate course is designed to provide a clear presentation of the underlying principles and theories essential to an understanding of the subject. Analytical and experimental techniques are described when required to apply the subject material to modern problems facing the engineers of today. In many cases, the course material supplements active research in mechanical engineering areas currently conducted at Texas A&M and other prominent research centers around the world. In addition, new research programs have begun in manufacturing processes, nondestructive testing, computer-aided design, manufacturing, plastics engineering, artificial intelligence and robotics.

Sufficient Mechanical Engineering courses will be offered directly through this program to meet these requirements, and additional non-MEEN courses will be added to the program as they become available for transmission. Some such courses are already being offered by other distance education programs at Texas A&M University and others are being proposed with interested faculty from non-MEEN departments. The graduate faculty members of record for these courses are teaching within departments in the college of engineering. These faculty members are selected and evaluated by the same standards, review, and approval procedures used to select and evaluate faculty responsible for on-campus instruction. In order to teach these courses the faculty members must also be eligible to teach graduate level instruction in residence.

Financial Implications:

TAMU has sufficient resources to initiate and maintain quality distance learning programs. Traditional funding sources and student fees ensure the excellence of electronically based courses and programs. Students who are enrolled in online courses within the college of engineering are charged distance education differential tuition of \$540.00 per semester credit hour, which allows for the delivery of the course and ensures the quality of distance and distributed education programs of the University. In addition to the distance education differential tuition, there are traditional services that are a part of the university's operations that contribute to the effective delivery of distance education. A list of all student fee and explanations can be found at <http://sbs.tamu.edu/>.

University: Request for Authorization

I recommend adoption of the following program:

"Having complied with all of the requirements of the Texas Higher Education Coordinating Board, Texas A&M University _____ (University name) is hereby authorized to offer the Masters of Engineering in Mechanical Engineering (Degree) program by distance education, electronic to individuals (online delivery) effective Fall 2014 _____.

The Texas A&M University System Office of Academic Affairs finds that the program offering aforementioned is within the role and scope and capacity of the institution and will benefit students.

Texas A&M University _____ (University name) certifies that the proposed distance delivery of the aforementioned program meets the criteria under Texas Administrative Code Chapter 4 Subchapter P regarding quality of the curriculum and courses; delivery of instruction; evaluation, training, supervision, and support of faculty; financial resources; and admission of and support services for students. The program is within the role and mission of the institution and in the Table of Programs. The institution will comply with the standards and criteria of the Commission on Colleges of the Southern Association of Colleges and Schools and will adhere to criteria outlined in *Principles of Good Practice for Degree and Certificate Programs and Courses Offered Through Distance Education.*"

Approval – University:

University President: _____
Print name of President

Date

Authorization: System

Approval – Texas A&M University System:

James R. Hallmark, Ph.D.
Vice Chancellor for Academic Affairs

Date



**THE TEXAS A&M UNIVERSITY SYSTEM
DISTANCE EDUCATION PROGRAM PROPOSAL:
ELECTRONIC TO INDIVIDUALS (ONLINE) DELIVERY**

(BACHELORS OR MASTERS PROGRAMS ONLY)

Directions: An institution shall use this form to propose an "existing" bachelor's or master's degree program they wish to be offered via electronic to individual (online) delivery.

This form must be completed and signed by the university president or chief academic officer.

Upon completion, attach the "Approval Form" and submit it to the A&M System Office of Academic Affairs at AA-AgendaItems@tamus.edu

Information: Contact the A&M System Office of Academic Affairs at 979-458-7421 (Irma Harper)

Administrative Information

1. **Institution:** Texas A&M University
2. **Program to be Offered (Include CIP code):** 14.1901.00 (Masters of Engineering in Mechanical Engineering (ME in MEEN))
3. **Online Program Description** – The Department of Mechanical Engineering at Texas A&M University will offer the Master of Engineering in Mechanical Engineering degree program online, beginning in the fall 2014 semester. The distance learning Master of Engineering in Mechanical Engineering will be the same degree one would earn if one studied on the Texas A&M University campus in College Station, Texas. The standards for admission, course work, and graduation are the same, and the diploma will be the same as those for on-campus students.

The Master of Engineering in Mechanical Engineering is designed for graduate students interested in practicing engineering at an advanced level in government or industry. Each mechanical engineering graduate course is designed to provide a clear presentation of the underlying principles and theories essential to an understanding of the subject. Analytical and experimental techniques are described when required to apply the subject material to modern problems facing the engineers of today. In many cases, the course material supplements active research in mechanical engineering areas currently conducted at Texas A&M and other prominent research centers around the world. In addition, new research programs have begun in manufacturing processes, nondestructive testing, computer-aided design, manufacturing, plastics engineering, artificial intelligence and robotics.

The overall educational objective of the Distance Learning based Master of Engineering program is to provide coursework that:

- a. gives a deeper understanding of mathematics, science and engineering for industrial and research and development R&D applications,
- b. helps to identify, formulate and solve advanced engineering and R&D problems,
- c. provides an ability to use advanced techniques, skills and engineering tools required for engineering and scientific practice, and
- d. gives an ability to design an advanced engineering component or system to meet desired needs with realistic constraints.

Students enrolled in this program are required to complete a minimum of 30 semester credit hours of coursework (as approved by their committee). Students (both on-campus and online) will be required to complete courses in the following areas:

- a. **MATH: 3 hours** of any 600 Level Math or Statistics course, or an Advanced Engineering Math Course instructed by a mechanical engineering faculty member
- b. **MEEN Graduate Core Courses: Minimum 6 hours** selected from available core course list.
- c. **MEEN Graduate Elective Courses: Minimum 12 hours** (may include core courses not included in (b) above)
- d. Graduate Courses offered Outside of MEEN in the College of Engineering or College of Science: **Maximum of 6 hours** (committee chair will approve these hours)
- e. **MEEN 684 (Internship) and MEEN 685 (Directed Studies): Maximum total 5 hours** (maximum hours in MEEN 684 is 3 hours, maximum in MEEN 685 is 3 hours)
- f. **Program Required Project: A graded project/report with an A or B grade from any course can be used to fulfill this requirement.**
- g. **Program Required Final Exam: Waived if GPA is 3.0 or higher.**

Students within the program can transfer up to 6 hours from a peer institution and approved by the Graduate Program Coordinator.

Sufficient Mechanical Engineering courses will be offered directly through this program to meet these requirements, and additional non-MEEN courses will be added to the program as they become available for transmission. Some such courses are already being offered by other distance education programs at Texas A&M University and others are being proposed with interested faculty from non-MEEN departments. The graduate faculty members of record for these courses are teaching within departments in the college of engineering. These faculty members are selected and evaluated by the same standards, review, and approval procedures used to select and evaluate faculty responsible for on-campus instruction. In order to teach these courses the faculty members must also be eligible to teach graduate level instruction in residence.

4. Administrative Unit – The Department of Mechanical Engineering within the Dwight Look College of Engineering

5. Proposed Implementation Date – Fall 2014

6. Contact Person – Provide contact information for the person who can answer specific questions about the program.

Name: Alan Palazzolo

Title: Professor & Graduate Program Director, Department of Mechanical Engineering

E-mail: a-palazzolo@tamu.edu

Phone: 979.845.5280

Format for Existing Bachelors or Masters Degree Program Electronic to Individual (Online Delivery) Request

Step One: For each of the following questions, include the requested information:

- What previously approved programs does your university offer, that are closely related to the new program and how are they related?

The Dwight Look College of Engineering at Texas A&M University offers a variety of Masters of Engineering degree programs:

- Aerospace Engineering
- Biological & Agricultural Engineering
- Biomedical Engineering
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical engineering
- Industrial Engineering
- Materials Science & Engineering
- Nuclear Engineering
- Ocean Engineering
- Petroleum Engineering

All of these programs are related as they are professional degrees that are practice-oriented for industry applications and ventures.

- (List the programs within your college/department that are already approved for online delivery.)

- Masters of Science in Engineering Systems Management
- Masters of Engineering in Industrial Engineering
- Masters of Engineering in Petroleum Engineering
- Masters of Industrial Distribution
- Masters of Science in Safety Engineering

- Will significant additional equipment or facilities be needed? If yes, explain.

Texas A&M University and the college of engineering and have a robust and stable infrastructure to design, develop, and deliver distance courses. These resources include software as well as facilities to design and develop quality distance education content. Physical resources within the college include small studios to record and edit lectures, classrooms with lecture capture and videoconferencing (TTVN) capabilities, and interactive video/webinar rooms. At the university level, KAMU studios can be used to produce high quality videos. TAMU libraries have podcast rooms available for faculty use. In addition, Instructional Technology Services provides and supports Blackboard Learn, the learning management system, and they host a variety of training events on

Blackboard as well as other instructional technology software packages. Academic technology staff within the college of engineering will also work with faculty to provide additional and just-in-time training and assistance to use these facilities and software packages.

- Will significant additional financial resources be needed? If yes, explain.

TAMU has sufficient resources to initiate and maintain quality distance learning programs. Traditional funding sources and student fees ensure the excellence of electronically based courses and programs. Students who are enrolled in online courses within the college of engineering are charged distance education differential tuition of \$540.00 per semester credit hour, which allows for the delivery of the course and ensures the quality of distance and distributed education programs of the University. In addition to the distance education differential tuition, there are traditional services that are a part of the university's operations that contribute to the effective delivery of distance education. The library, for example, provides online access to electronic databases and interlibrary loan services. Texas A&M Computing and Information Services, in addition to maintaining servers and network, supports the course management system, student information system, university Web site, etc. that are essential resources for the operation of distance education programs. These units are funded through state appropriations and student fees. A list of all student fee and explanations can be found at <http://sbs.tamu.edu/>.

- Will a significant number of new courses be required? If yes, explain.

Courses that are currently offered within the face-to-face degree program will be designed and developed into a distance education modality through a partnership between the subject matter expert (faculty member) and the instructional design and development team. The face-to-face and distance education courses will have the same course goals and objectives. These courses will only differ in the delivery and teaching methodologies that have proven to be best practices in distance education courses. Students, regardless of the delivery mechanism will be held to the same standard for courses and the degree program.

- Will a significant number of new faculty members be required? If yes, explain.

Existing faculty will serve as the subject matter experts when designing and developing the courses with an instructional design team. The subject matter experts and additional currently existing graduate faculty within the department of mechanical engineering will serve as the instructors of record. As the program grows, additional faculty may be hired according to the graduate faculty standards set forth by the college of engineering.

- Will significant additional library/learning resources be needed? If yes, explain.

Library resources to be used within the distance education program currently exist via electronic means. Both face-to-face and distance education students will have access to the same resources and databases that will be required to complete the

program. All students involved in the program will be subject to the library use fee, which is standard for all Texas A&M University students regardless of location. Program staff will assist these students as needed in acquiring necessary materials.

- What processes do you have in place that secures that a student registered for a distance education course is the same student who completes and receives credit for it? Explain. Texas A&M University currently has distance education programs and demonstrates that the student who registers these programs or courses is the same student who participates in and completes the course or program and receives the credit. TAMU verifies the identity of students through a secure login and pass code available in the university learning management system (Blackboard Learn). TAMU offers approximately 30 programs, through the College of Agriculture & Life Sciences, College of Education & Human Development, Dwight Look College of Engineering, and College of Science, in which students can obtain 50 percent or more of the program via distance learning. These programs were approved by The Texas A&M University System as a part of a comprehensive institutional plan for distance education. All of these programs are currently enrolling students. Furthermore, the university offers fully on-line courses in a variety of disciplines. TAMU implemented Blackboard Learn as the learning management system in Spring 2012 to effectively manage these courses and to verify student participation in online courses.

TAMU primarily uses the secure login and password system in Blackboard Learn to verify the student identity. To access the course content maintained on the Blackboard Learn course management system, TAMU requires students to log in using a unique username and password. The password is initially set to a unique nine-digit number, which is communicated to students at the time of application and acceptance to the university. After the initial login, a student may change the default password. Furthermore, through this secure login and password, student activity performed in these courses is logged on the Blackboard server. Course instructors and system administrators can create reports showing users' logon dates, frequency, content area access, tool usage, and assessment and assignment submissions.

In addition, Texas A&M University has several Standard Administrative Procedures (SAPs) and University Rules (URs) that address student authentication:

- SAP 29.02.03.M1.03 Information Resources – Account Management
- SAP 29.01.03.M1.14 Information Resources – Password-Based Authentication
- SAP 29.01.03.M1.09 Information Resources – Incident Management
- SAP 29.01.03.M1.27 Exclusion from Required Risk Mitigation Measures
- UR 29.01.03.M2 Rules for Responsible Computing
- UR 29.01.03.M1 Security of Electronic Information Resources

***Note:** SACS requires that programs that are a significant departure from those offered when the institution was last evaluated be reported according to SACS. If the answers to these questions reflect a "significant departure" then SACS reporting is required.

Step Two: For each of the following questions, include the requested information:

1. Program Administrative Oversight and Structure:

- Identify the person and office directly responsible for the overall management of the offering.
 - Name: Alan Palazzolo
 - Title: Professor & Graduate Program Director, Department of Mechanical Engineering
 - E-mail: a-palazzolo@tamu.edu
 - Phone: 979.845.5280

2. Faculty Resources:

- If the online program will result in additional students, how will faculty resources be provided, that is, hiring additional faculty, reallocating faculty resources from other programs, etc.?

Existing faculty will serve as the subject matter experts when designing and developing the courses with an instructional design team. The subject matter experts and additional currently existing graduate faculty within the department of mechanical engineering will serve as the instructors of record. As the program grows, additional faculty may be hired according to the graduate faculty standards set forth by the college of engineering. The department and college will monitor the growth of the program to determine additional needs, if current faculty from other programs can be utilized to serve as subject matter experts and instructors of record, department will work together to share faculty appointments (when necessary). If additional faculty are warranted, the college of engineering will work with departments to hire qualified distance education faculty to develop and teach courses within the distance education masters program.

3. Evaluation:

- How will your institution monitor the quality of the program and student learning outcomes?

Course content creation, design, and development will be carried out as a partnership between the subject matter expert and the instructional design and development team. Quality standards will be established based on national standards to ensure the course is consistent with Texas A&M University standards for educational program development. Accessibility laws and guidelines will also be followed.

Distance courses within the college of engineering will be evaluated and assessed within the academic program's assessment and continuous improvement process. The continuous improvement process looks annually at the learning outcomes of the individual courses in the program. The program assessment takes place yearly with WEAVE online. A formal audit or review occurs every seven years by outside engineering experts and a final report is sent to the TAMU Provost's Office. The department and program coordinators will ensure that data are collected to represent the distant

modality and are then fed into the assessment process and the improvements made thereafter.

- Describe procedures for evaluation of the program and its effectiveness in the first five years of the program, including admission and retention rates, program outcomes assessments, placement of graduates, changes of job market need/demand, ex-student/graduate surveys, or other procedures.

Engineering Academic and Student Affairs (EASA) within the college of engineering will collaborate with department to assess admission and retention rates for both the on-campus and distance education degree programs. In addition to the monitoring and assessment procedures mentioned above, the EASA will work with departments to assess program outcomes through an informal review process after the fourth year of the program. The department will be responsible for tracking the placement of students, changes within the job market/demand, and exit surveys of students of both the distance education and on-campus degree programs. The program will also be assessed by external reviewers every six to seven years as part of the academic review process.

- How would evaluations be carried out?

The program evaluation will encompass performance of students, evaluations of the professors, and quality of program from the perspective of students, professors, and industry. Distance education students will be evaluated in comparison to students in face-to-face classrooms through grade distributions and test evaluations/assessments. Professors will be evaluated through the same evaluation tools used by the department for other courses. The program will be evaluated through a survey instrument provided to students both face-to-face and distance. This instrument will ask students to evaluate the quality of instruction they received through the course management system or face-to-face, to comment on their use of other media for communications, and to suggest ways to improve various facets of the course/program. Departmental faculty will monitor courses to evaluate teaching methods and effectiveness to suggest improvements and develop best practices in delivery techniques. Industry advisory boards will be asked to provide input regarding the programs, this feedback will be used to make appropriate changes in the degree and delivery of the program.

Step Three: Complete, sign and submit with proposal the "Texas Higher Education Coordinating Board Certification Form for Electronically Delivered Programs" on the following page.

Texas Higher Education Coordinating Board

Certification Form for Electronically Delivered and Off-Campus Education Programs

Based on Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically.

CURRICULUM AND INSTRUCTION

- Each program or course results in learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded.
- A degree or certificate program or course offered electronically is coherent and complete.
- The program or course provides for appropriate interaction between faculty and student and among students.
- Qualified faculty provide appropriate oversight of the program or course that is offered electronically.
- Academic standards for all programs or courses offered electronically will be the same as those for programs or courses delivered by other means at the institution where the program or course originates.
- Student learning in programs or courses delivered electronically should be comparable to student learning in programs offered at the campus where the programs or courses originate.

INSTITUTIONAL CONTEXT AND COMMITMENT

Role and Mission

- The program or course is consistent with the institution's role and mission.
- Review and approval processes ensure the appropriateness of the technology being used to meet the objectives of the program or course.

Students and Student Services

- Program or course announcements and electronic catalog entries provide appropriate information.
- Students shall be provided with clear, complete, and timely information on the curriculum, course and degree requirements, nature of faculty/student interaction, assumptions about technological competence and skills, technical equipment requirements, availability of academic support services and financial aid resources, and costs and payment policies.
- Enrolled students have reasonable and adequate access to the range of student services and student rights appropriate to support their learning.
- The institution has admission/acceptance criteria in place to assess the extent to which a student has the background, knowledge and technical skills required to undertake the program or course.
- Advertising, recruiting, and admissions materials clearly and accurately represent the program or course and the services available.

Faculty Support

- The program or course provides faculty support services specifically related to teaching via an electronic system.
- The institution assures appropriate training for faculty who teach via the use of technology.

- The institution provides adequate equipment, software, and communications access to faculty to support interaction with students, institutions, and other faculty.

Resources for Learning

- The institution ensures that appropriate learning resources are available to students.
- The institution evaluates the adequacy of, and the cost to students for, access to learning resources and documents the use of electronic resources.

Commitment to Support

- Policies for faculty evaluation include appropriate recognition of teaching and scholarly activities related to programs or courses offered electronically.
- The institution demonstrates a commitment to ongoing support, both financial and technical, and to continuation of the program or course for a period of time reasonable and sufficient for students to complete the course or program.

EVALUATION AND ASSESSMENT

- The institution evaluates the program's or course's educational effectiveness, including assessments of student learning outcomes, student retention, and student and faculty satisfaction.
- At the completion of the program or course, the institution provides for assessment and documentation of student achievement in each course.

On behalf of *Texas A&M University*, I assert that the preceding Coordinating Board criteria have been met for all courses and programs that will be delivered electronically and off-campus face-to-face.

Chief Academic Officer or President

Date

Name:

Title:

THECB 6/2010