

# Texas A&M University

## New Certificate, Bachelors, Masters, or Doctoral Program

### Undergraduate ♦ Graduate ♦ Professional

#### ♦ Proposal Checklist ♦

Program request type:  Undergraduate  Graduate  First Professional (*ex., DVM, JD, MD, etc.*)

Requested by the Department or Unit of : **School of Law**

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

Program Type:  Certificate Program  Degree Program  
 Program Level:  UG Certificate  Grad Certificate  Bachelor  Master  Doctoral  Professional  
 Degree Designation (*i.e., BS, BA, MA, MS, MAg, MEd, PhD, EdD, etc.*) **Master of Laws (LL.M.)**

Title of proposed program: **Master of Laws**

Proposed CIP Code (*if known*): **22.0201.00**

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

**This Proposal seeks approval to expand the School of Law's Master of Jurisprudence degree to allow students to complete up to 100% of the program through distance education.**

*Minimum program semester credit hours (SCH)*    Certificates - 12 hours\*    Bachelors - 120 hours    Masters - 30 hours

Proposed program hours: \_\_\_\_\_ **30**

*\*12 hours minimum to appear on transcript*

Certificate Programs  Embedded  Standalone  
*Students take coursework that will result in a degree and certificate being earned at the same time.    Non-degree seeking students take coursework to earn a certificate only (no degrees are awarded).*

**Off-Campus or Distance Delivery**

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

Distance Education	<u>Program Start Date</u>	<u>SACSCOC Approval**</u>	<u>When Provost needs to inform SACSCOC</u>
<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%	<b>Fall 2016</b>	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 \_\_\_\_\_  
 On-campus \_\_\_\_\_  
 Broadcast / TTVN \_\_\_\_\_  
 Specific off-campus location\*\*\* \_\_\_\_\_  
 Distance Education / Internet  In-State  Out-of-State    Start Date **Fall 2016**  
 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 SACSCOC location?  Yes  No    If no, a program prospectus must be sent to SACSCOC. 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):**

<b>Aric Short</b>	<b>ashort@law.tamu.edu</b>
_____ Name	_____ Email
<b>Vice Dean</b>	<b>(817 343-9445)</b>
_____ 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.*

_____ Signature, Department Head or Interdisciplinary Program Chair	_____ Date	_____ Signature, Department Head or Interdisciplinary Program Chair (if joint program)	_____ Date
_____ <i>Typed or Printed Name</i>		_____ <i>Typed or Printed Name</i>	
_____ Chair, College Review Committee	_____ Date	_____ Chair, College Review Committee	_____ Date
_____ Dean of College	_____ Date	_____ Dean of College	_____ Date
_____ Chair, University Curriculum Committee or Graduate Council	_____ Date	_____ Chair, University Curriculum Committee or Graduate Council	_____ Date

*01/04/16*

Additional Approvals Required: Faculty Senate and President.



**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](mailto: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):

**Master of Laws**

**22.0201.00 (Advanced Legal Research/Studies, General)**

3. Online Program Description – Describe the program and the educational objectives.

**The proposed Master of Laws (LL.M.) at the School of Law will provide a year of concentrated post-graduate legal study for practicing lawyers or graduates of foreign or domestic law schools. The LL.M. is the most common second law degree offered by U.S. law schools, and it appeals to a wide range of applicants, including: (1) foreign lawyers and law graduates seeking training in U.S. legal doctrine and skills; (2) U.S. lawyers and law graduates wishing to pursue advanced study in chosen areas of focus.**

**The proposed LL.M. program will consist of at least twenty-four credit hours, and students may be enrolled on either a fulltime or part-time basis. LL.M. students will be required to complete at least one writing course in a chosen area of interest. In addition, students who do not have a Juris Doctor from an A.B.A.-approved law school must take a concentrated introductory course on the US legal and business environment, which will be designed specifically for this program and taught exclusively to LL.M. students. The School of Law's LL.M. program will operate initially as a general degree, and all LL.M. students will select their courses of study in close consultation with School of Law advisors and faculty. Each student enrolling in the general LL.M. program will be required to successfully complete at least three upper-level courses in a chosen area of**

**focus. Specific LL.M. concentrations may be developed by the School of Law in the future.**

**Offering up to 100% of the courses in this degree program through online delivery will provide students additional scheduling and curricular flexibility. In addition, by incorporating more online courses into this degree, we expect to expand the number of students who will be able to enroll. We propose no change to the existing LL.M. educational objectives.**

4. **Administrative Unit** – Identify where the program would fit within the organizational structure of the institution (*e.g., The Department of Electrical Engineering within the College of Engineering*).

**School of Law**

5. **Proposed Implementation Date** – Report the first semester and year that students would enter the program.

**Fall 2016**

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

**Name: Aric Short**

**Title: Vice Dean**

**E-mail: [ashort@law.tamu.edu](mailto:ashort@law.tamu.edu)**

**Phone: (817) 212-4114**

### **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 School of Law currently offers a Juris Doctor (J.D.) degree. In addition, Texas A&M University is in the process of seeking approval for four new degrees that will be offered at the School of Law: a general Master of Jurisprudence; a Master of Jurisprudence in Intellectual Property; a general Master of Laws; and a Master of Laws in Intellectual Property. All of these degrees are related in that they all draw on J.D. courses for the bulk of the degree requirements. For example, general**

**Master of Laws students will take an introductory course designed specifically for them; however, the remainder of their credit hours will be comprised of J.D. courses. This request seeks approval to offer up to 100% of the general Master of Laws degree through courses that are delivered online.**

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

**None.**

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

**No. We anticipate requiring no additional facilities and little additional equipment to undertake this change.**

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

**No. The School of Law will invest in the online infrastructure necessary to support this change, but we do not currently anticipate that the expenses will be significant.**

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

**No. This request for online delivery does not require the creation of a significant number of new courses. Depending on the degree concentrations created, the School of Law may develop a reasonable number of online-only courses for the LL.M. degree program.**

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

**No. The School of Law will use existing fulltime faculty members (including the 11 new fulltime professors who begin work during the 2015-2016 academic year) to convert existing face-to-face courses to an online format and to create new courses in an online format. Given the significant increase in the size of our faculty and the fact that we have reduced the size of our J.D. class from 702 in the fall of 2014 to approximately 580 in the fall of 2015, we have the existing teaching resources in place to implement this change.**

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

**No. The School of Law anticipates that no significant additional library resources will be needed to implement this change. We do expect to create or license certain learning resources that are appropriate for the courses being developed for online delivery, but we do not anticipate that they will be unreasonably extensive or expensive. For example, we will explore how to adapt our existing and successful academic support program for online learners; however, that should be achievable with a relatively modest investment of time and other resources.**

- 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.

**The School of Law will utilize best practices to provide a secure online learning and assessment experience for our students.**

**\*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.

**Aric Short  
Vice Dean & Professor  
Texas A&M University School of Law  
(817) 212-4114  
ashort@law.tamu.edu**

**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.?

**If the online program results in additional students, the School of Law will absorb those students into existing classes or create new ones using fulltime or adjunct faculty members. There are several reasons to believe that any reasonable increase in enrollment can be accommodated with existing teaching resources.**

**First, J.D. enrollment at the School of Law has decreased from 702 in the fall of 2014 to approximately 580 in the fall of 2015, and we anticipate that our enrollment numbers will not increase significantly in the near future. As a result, our existing faculty members have some excess capacity in their teaching loads.**

**Second, we have hired eleven new fulltime faculty members who begin work during the 2015-2016 academic year and soon thereafter. All of those faculty members will be adding new courses to our curriculum, further increasing the number of seats available in traditional and online courses offered at the School of Law.**

**We also have a large and talented pool of adjunct professors who regularly teach required and elective courses for the School of Law. This provides us with flexibility to augment our curriculum at the last minute if a high-demand course reaches capacity. If needed, we will draw on those adjunct resources to help teach additional sections of existing courses or new courses if student demand increases beyond the capacity of our fulltime faculty.**

**3. Evaluation:**

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

**The School of Law will monitor the quality of the program and student learning outcomes using methods implemented in our face-to-face courses and methods designed specifically for distance education. We will evaluate all faculty who teach distance education courses using our existing end-of-course teacher evaluation forms. Additional questions that focus on the quality of the students' online experience will be added to those forms. Following the School of Law's current policy, all tenure-track and adjunct faculty will be subject to a peer teaching review each semester.**

**Each course taught in an online format will have student learning outcomes associated with it, and overall educational goals of online courses will be the same as those in face-to-face courses. The School of Law's administration (Associate Dean for Academic Affairs and Vice Dean) will review all end-of-course evaluation and monitor both the quality of each online course and the related student learning outcomes.**

- 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.

**Online courses and degree programs will be evaluated using a number of different methods to determine their effectiveness:**

- The School of Law will monitor the number of applicants, as well as the retention rate for any online program, to evaluate both student demand and the rigor of the program.
- Student learning objectives for each course, as well as program outcomes assessments, will be made clear to all enrolling students. Students will be provided formative and summative assessment opportunities to measure their mastery of the material and the skills being developed. The School of Law's Associate Dean for Academic Affairs, its Vice Dean, and its Curriculum Committee, will monitor the overall operation of the online degree programs and will evaluate their effectiveness.
- Surveys of graduates and ex-students will provide additional perspectives on the strengths and weaknesses of the overall program.
- The School of Law will monitor the placement rate of graduates from online programs to help evaluate the overall demand for the programs.
  - How would evaluations be carried out?

**Evaluations of online programs will be carried with oversight by the School of Law's Associate Dean for Academic Affairs, Vice Dean, and Curriculum Committee.**

- The actual number of applications and students withdrawn from the program will be compared against predicted estimates.
- Each student enrolled in an online course will be provided an evaluation form to complete. The form will ask a variety of questions about the quality of the instruction and course content. The standard School of Law end-of-course evaluation form will be used, and it will be supplemented with questions specific to online education. The Associate Dean for Academic Affairs and the Vice Dean will review the completed evaluation forms and factor them in when determining, based on all relevant information, whether any adjustment to personnel or course content is warranted.

- **Peer teaching evaluation forms will be completed for each non-tenured faculty member teaching an online course. Those evaluation forms will be used in the overall review of each online instructor.**
- **As the School of Law develops additional policies and procedures in the area of delivery of online courses, they will be implemented in this degree program.**

**Step Three:** Complete, sign and submit with proposal the “Texas Higher Education Coordinating Board Certification Form for Electronically Delivered Programs.”



## Texas Higher Education Coordinating Board

### Certification Form for Electronically Delivered and Off-Campus Education Programs

April 2014

Directions: For all new programs that are to be delivered electronic-to-individuals (i.e., online), electronic-to-groups, or off-campus face-to-face, a signed pdf of this form must accompany email notification of the new program to Dr. Andrew B. Lofters ([andrew.lofters@thehb.state.tx.us](mailto:andrew.lofters@thehb.state.tx.us)). (Institutions offering distance education programs for the first time – i.e. have never offered a distance education program, such as newly created institutions – must complete and submit an *Institutional Plan for Distance Education*).

Please fill out the Administrative Information below and then sign and date on page 4.

#### Administrative Information

1. Institution:

**Texas A&M University**

2. Program Name – Show how the program would appear on the Coordinating Board's program inventory [e.g., Master of Arts (MA) in English Literature]:

**Master of Laws**

3. Program CIP Code:

**22.0201.00 (Advanced Legal Research/Studies, General)**

4. Program Delivery – Describe how the program will be delivered: online, off-campus face-to-face or off-campus electronic-to-groups? If off-campus, include information as to where the program will be delivered and be sure to follow the requirements for area notification as outlined in the *Guidelines for Approval of Distance Education*.

**Courses in the Master of Laws degree program will be delivered both in-person and online. Students will be able to complete all course requirements online if they choose.**

5. Proposed Implementation Date – Report the first semester and year that students would enter the program at the proposed additional site(s).

**Fall 2016**

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

Name: **Aric Short**

Title: **Vice Dean**

E-mail: **ashort@law.tamu.edu**

Phone: **(817) 212-4114**

*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 students 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 \_\_\_\_\_ (Institution), I assert that the preceding Coordinating Board criteria have been met for all courses associated with this program that will be delivered electronically and off-campus face-to-face.

\_\_\_\_\_  
Chief Academic Officer or President

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_

THECB 4/2014

**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: Master of Laws

CIP Code: 22.0201.00 (Advanced Legal Research/Studies, General)

**When is the effective date of the proposed program?**

Effective Date: Fall 2016

**\*\*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 proposed Master of Laws (LL.M.) at the School of Law will provide a year of concentrated post-graduate legal study for practicing lawyers or graduates of foreign or domestic law schools. The LL.M. is the most common second law degree offered by U.S. law schools, and it appeals to a wide range of applicants, including: (1) foreign lawyers and law graduates seeking training in U.S. legal doctrine and skills; (2) U.S. lawyers and law graduates wishing to pursue advanced study in chosen areas of focus.

The proposed LL.M. program will consist of at least twenty-four credit hours, and students may be enrolled on either a fulltime or part-time basis. LL.M. students will be required to complete at least one writing course in a chosen area of interest. In addition, students who do not have a Juris Doctor from an A.B.A.-approved law school must take a concentrated introductory course on the US legal and business environment, which will be designed specifically for this program and taught exclusively to LL.M. students. The School of Law's LL.M. program will operate initially as a general degree, and all LL.M. students will

**select their courses of study in close consultation with School of Law advisors and faculty. Each student enrolling in the general LL.M. program will be required to successfully complete at least three upper-level courses in a chosen area of focus. Specific LL.M. concentrations may be developed by the School of Law in the future.**

**Offering up to 100% of the courses in this degree program through online delivery will provide students additional scheduling and curricular flexibility. In addition, by incorporating more online courses into this degree, we expect to expand the number of students who will be able to enroll. We propose no change to the existing LL.M. educational objectives.**

#### **Financial Implications:**

**The School of Law is currently authorized by the American Bar Association to accept up to 24 fulltime students in its general LL.M. program. The program will have an online component allowing students to complete some of the courses through electronic delivery. The present request seeks authorization to offer up to 100% of the LL.M. degree requirements online. Assuming a maximum enrollment of 24 students, offering this degree program fully online would not have a significant financial impact on the School of Law. The School of Law currently offers some of its courses online, and it is in the process of converting more of its courses to online versions. The costs of doing so have been included in the existing IT budget for the School of Law. We anticipate no additional costs for the development of online courses for the 24 students currently approved. Revenue generated from the LL.M. program with an enrollment of 24 students is approximately \$400,000.**

**The School of Law is planning to expand online enrollment in its LL.M. program, assuming those expansions are approved by the American Bar Association and other regulating entities. In particular, online enrollment may grow quickly with a recruiting service provided by an outside marketing company. By FY 2019, the School of Law hopes to have approximately 350 students enrolled in online LL.M. programs. If our online program expands to this degree, we will have a more robust offering of online courses for students. Revenue generated from these programs is estimated to be approximately \$2.5 once fully operational. The intent is to also have the programs provide additional net income once fully operational as the School of Law will be able to leverage the administrative and academic support services currently provided to its students with no additional cost.**

#### **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 is hereby authorized to offer the Masters of Engineering in Mechanical**

**Engineering program by distance education, electronic to individuals (online delivery) effective Spring 2015.**

**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 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 the support services for students. The program is within the role and mission of the institution and in the Table of Program. 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 the *Principles of Good Practice for Degree and Certificate Programs and Courses Offered Through Distance Education.*"**

**Approval –University:**

\_\_\_\_\_  
Karan L. Watson  
Provost and Executive Vice President for Academic Affairs

\_\_\_\_\_  
Date

Authorization: System

**Approval – Texas A&M University System:**

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

\_\_\_\_\_  
Date