

Senate Council Meeting
September 20, 2021

Proposed New "Fully Online Delivery Form"

Purpose: This form will allow unit faculty (faculty of record, etc.) to add a fully online delivery option to an existing Senate-approved (residential) program, or request fully online delivery for a newly proposed program. Although the Senate has yet to approve a definition for "fully online program," those involved with the initiative used the following working definition: *a fully online program is any degree program, certificate program, major, track, or minor which is earned by a student who only enrolls in "fully online" courses.* (When the Senate establishes a formal definition, the forms, etc. will be updated to reflect that new definition.)

Process for Proposers: Proposers requesting fully online delivery will be required to submit the request in conjunction with a program proposal in Curriculog. To add fully online delivery to an existing program, a proposer will upload the required files as part of the program change proposal. To add fully online delivery to a program being newly proposed, a proposer will upload the required files as part of the new program proposal. In other words, proposers can continue to bundle different types of requests for a single program via one approval process, with the details being provided in the associated uploads.

Development: Distance Learning and the Office of Strategic Planning and Institutional Effectiveness (OSPIE) approached the Senate Council office about the creation of a new form for proposers of fully online programs. Representatives from those offices and the chair of Senate's Committee on Distance Learning and e-Learning (SCDLeL) worked to develop a form designed to serve multiple needs. Obviously, the form is intended to be the vehicle to document approval of fully online delivery for a program, but it will also help standardize the information and processes used by the various campus offices who are involved. There are many, many campus areas that collaborate to ensure that the administrative side of a fully online program is correctly recorded and implemented, so a robust Senate process will be helpful in many ways.

The SCDLeL reviewed the form in Fall 2020 and voted unanimously to recommend that SC require its use. The Committee also endorsed the planned use of the form as a Word attachment.

Justification: An official Senate approval process will create a faculty-governed mechanism to formally review and record UK's fully online program activity. Currently, this activity is an administrative process overseen by Distance Learning and OSPIE. The impetus for developing an approval process within the Senate involved concerns that the administrative review was not accompanied by any faculty review or oversight. A formal process approved by the Senate Council will provide clear faculty oversight of fully online programs as required by SACSCOC, as well as offer more consistent and accurate ways to share essential information among proposers and involved campus units. Although outside the Senate's realm of authority, a tangential aspect of a formal Senate process will improve the processes by which programs will be included in systems such as SAP, admissions applications, and the UK Online Portal, as well as allow these programs to be eligible for the online tuition share.

Help for Proposers: Resources are available for proposers to help guide them through the process, similar to the help pages available for all of Senate's other approval processes. A webpage has been created to describe the process and required files: <https://www.uky.edu/universitysenate/create-submit-FO-delivery>. In progress is a user-friendly database (based in Tableau) of courses that have been approved for distance learning delivery. This will provide a proposer with a simplified way of knowing what departments offer distance learning courses that may be a good fit for their fully online program, as well as provide an easy way to know who to contact for approval to borrow that course.