Ohio | Department of Higher Education

Mike DeWine, Governor
Randy Gardner, Chancellor

SUPPLEMENT:
OFFERING THE PROGRAM AT AN EXISTING OFF-CAMPUS SITE

Use this supplement to request authorization to deliver more than 50% of the proposed program (excluding internships, clinical practicum, field experiences, and student teaching) at a site that is currently used by the institution and has been approved by our office. Submit the supplement as part of the proposal.

Questions about the supplement and/or your request may be directed to Matt Exline, director of program approval operations, at (614) 728-3095 or mexline@highered.ohio.gov.

Rationale:
Briefly describe the rationale for offering the program at this off-campus location.

SECTION 1: CHANGES NEEDED TO ACCOMMODATE THE NEW PROGRAM(S)

Academic and Administrative Leadership and Services

1.1 *Describe the changes (if any) that will be needed in academic and administrative leadership at the site to accommodate the new program.*

1.2 *Describe the changes (if any) that will be needed in the site's existing administrative services (e.g., admissions, financial aid, registrar, etc.) to accommodate the new program. If such services are not available at the site, describe how students in the new program(s) will access such services.*

1.3 *Describe the changes (if any) that will be needed in the site's existing academic student services (e.g., advising, tutoring, psycho-social counseling, placement services, etc.) to accommodate the new program. If such services are not available at the site, describe how students in the new program(s) will access such services.*

Resources and Facilities

1.4. *Describe the changes in resources and facilities (e.g., classrooms, computer labs, laboratories, study areas, social areas, technology, and other learning environments) that will be needed to accommodate the new program and provide a timeline for implementing the changes.*

1.5 *Describe any additional library resources (e.g., personnel, space, technology, etc.) that will be needed to accommodate the new program at the site and provide a timeline for implementing the changes.*

1.6. *If a full-service library is not available onsite, please indicate how students, faculty and staff in the new program will access the resources and services of the main campus library.*

SECTION 2: FACULTY

2.1 *Complete a faculty matrix for the proposed program at this offsite location. Include a separate matrix if general education courses are being added. A faculty member must be identified for each course to be taught at the site during the first two years of program delivery. If a faculty member has not yet been identified for a course, indicate that as an "open position" and describe the necessary qualifications in the matrix (as shown in the example below).* ***A copy of each faculty member's CV must be included as an appendix item.***

Program Name: *e.g., General Education*

Name of Instructor	Rank or Title	Full-Time or Part-Time	Degree Titles, Institution, Year Include the Discipline/Field as Listed on the Diploma	Years of Teaching Experience In the Discipline/Field	Additional Expertise in the Discipline/ Field (e.g., licenses, certifications, if applicable)	Title of the Course(s) This Individual Will Teach in the Proposed Program Include the course prefix and number	Number of Courses this Individual will Teach Per Year at <u>All</u> Campus Locations
e.g., John Smith	*e.g., Professor, Assistant Professor, Adjunct Professor, Lecturer, etc.*	*FT or PT*	*e.g., M.S., Mathematics, ABC University, 1990*	*number of years experience*		*e.g., MTH120: College Algebra* *MTH148: Analytic Geometry*	*e.g.,* *7*
Open Position	*e.g., Professor, Assistant Professor, Adjunct Professor, Lecturer, etc.*	*FT or PT*	*e.g., Master's in English required*	*e.g., 3 years minimum*		*e.g., ENG 100: English Composition I,* *English Composition II*	*e.g.,* *4*
etc.							

Program Name: *e.g., Bachelor of Science with a Major in Accounting*

Name of Instructor	Rank or Title	Full-Time or Part-Time	Degree Titles, Institution, Year Include the Discipline/Field as Listed on the Diploma	Years of Teaching Experience In the Discipline/ Field	Additional Expertise in the Discipline/ Field (e.g., licenses, certifications)	Title of the Course(s) This Individual Will Teach in the Proposed Program Include the course prefix and number	Number of Courses this Individual will Teach Per Year at All Campus Locations
e.g., Mary Davis	e.g., Professor, Assistant Professor, Adjunct Professor, Lecturer, etc.	FT or PT	e.g., M.S., Accounting, ABC University, 1990	number of years experience	e.g., CPA	e.g., ACC 100: Introductory Accounting ACC 248: Managerial Accounting	e.g., 8
Open Position	e.g., Professor, Assistant Professor, Adjunct Professor, Lecturer, etc.	FT or PT	e.g., Master's in Economics required	e.g., 35 years minimum		e.g., ECON200: Microeconomics ECON201: Macroeconomics	e.g., 4
etc.							

2.2 *Describe future faculty staffing plans for the program at this location. In your response, include a description of the institution's plans, if any, for adding courses and faculty after the initial two years of operation and a description of the plans to add faculty in response to increases in student enrollment.*

Market Research/Evidence of Workforce Need

3.1 *Indicate whether the institution performed a needs assessment/market analysis to determine the need for the proposed program at this site. If so, briefly describe the results of those findings.*

3.2 *Indicate the projected enrollments for the program at this site over the next three yea*rs.

3.3 *Indicate whether the institution consulted with advisory groups, business and industry, or other experts when considering offering the proposed program at the site. If so, briefly describe the involvement of these groups in the development of this request.*

3.4 *Indicate whether any other institution within a thirty-mile radius of the site currently offers the program. If so, list the institutions that offer the program(s) within this radius (this question is for public institutions only).*

APPENDICES

Appendix items

List the appendix items that are included with the request, in the order they are referred to in the proposal. Appendix items should be clearly labeled and submitted electronically as PDF documents or as Microsoft Office documents (e.g., Word or Excel).