**Proposal Form**

**Proposal for Funding for Online Program Development**

**Online Program Development Committee**

**Fall 2012/ Spring 2013**

**Complete this application and submit to Karen King by** **May 15, 2012 if you are applying for funding in Fall 2012.**

**Complete this application and submit to Karen King by September 15, 2012 if you are applying for funding in Spring 2013.**

**Sponsoring department:**

**Contact person:**

**Title:**

**Email address:**

**Telephone:**

**Provide a summary statement describing the online program for which you are requesting development funding**. Outline the curriculum and describe the plan for development and implementation of the program in an online delivery format.

**Describe the faculty support you are requesting.** Please include the names and contact information of the faculty member(s) who will be receiving release time to develop the courses in the program. Also, please list the courses from which the faculty member(s) will be released and the courses they will develop.

**Describe the online program development plan the department has created.** This plan should include the number of courses to be developed and the program implementation date.

**Describe the extent to which the online program is supported by the department and college.** You may attach a statement from the department chair and dean to indicate the college administration is in support of developing this program online.

**Describe the potential the online program has for attracting new learners to the university.**

**List the name of the program. Is the online program development for:** (1) degree program, (2) concentration, or (3) certificate program?

**Describe a clear and reasonable timeline for completion of the online program development.** Include a statement that addresses the potential for program completion to meet the established timeline. If the timeline indicates it will take more than one semester to complete program development, a status report of progress will be required to apply for second semester of funding.

**Identify the plan to grow and scale the program as needed to meet the market demand.**

**Identify the percentage of program delivered online.**  Consider the major courses in discipline; do not include general education core requirements.

**Provide a statement regarding the department’s plan to identify potential students and assess the market demand for online delivery of this program.**

**Provide a budget below. Include the courses from which faculty will be released and any other items requested as part of the online program development. The entire $12,500 should be accounted for in the proposed budget.**

**Signatures**

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Faculty Member Submitting Request Date

Department Chairperson/Director Date

Dean/Director Date

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Online Program Development Committee Chair Date

**Dean’s priority rating for this request: Rank ­ out of total requests submitted**

**Online Program Development Committee Recommendation:**