Chapter 7

VARIABILITY IN DELIVERY OF GRADUATE PROGRAMS

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A. Policy

The Graduate Committee encourages and supports innovation in the delivery of graduate programs. A wealth of scholarship and practice exists at IUP in the area of graduate program delivery methods, including distance education, off-campus education, external degree programs, extension programs, non-traditional programs, programs serving special graduate populations, and inter-institutional offerings or agreements. The purpose of this policy on variability in delivery is to ensure that proposed new methods of delivery are consistent both in quality and content with their original programs.

A proposal must be submitted to the Graduate Committee detailing the plans to modify the mode of delivery when the change affects 30 % or more of:

(a) a program, as measured relative to total degree credits
(b) a course, as measured relative to the number of hours
(c) a COR, as measured relative to total COR credits.

When 50% or more of a graduate program is to be delivered by Distance Education, advance permission from the Commission on Higher Education is required for the program to be part of the IUP's graduate accreditation.

Cooperative Agreements (Doctoral)

IUP welcomes collaborative programs with other institutions that support the mission of IUP, especially those within PASSHE. At the doctoral level such programs may follow one of three modes:

1. The collaborative program would ideally be developed and offered jointly. Instruction could take place at IUP, the collaborating institution or an alternative site (e.g. Dixon Center in Harrisburg).
2. Alternatively, doctoral programs developed by IUP could be implemented at other institutions. In such cases IUP faculty might be involved in teaching courses or courses may be taught entirely by faculty from that campus. All faculty teaching in the program, regardless of institution, must be approved by IUP's Graduate Dean to teach doctoral level courses, in accordance with IUP's policy regarding graduate eligibility.
3. A final arrangement could be so-called "feeder" programs in which basic (master's level) courses are taught at one institution and students then come to IUP to complete the doctoral level courses.

This is not an exhaustive list of possible arrangements and innovative collaborative arrangements are encouraged. IUP does not enter into collaborative arrangements for doctoral degrees when there is no expertise in that subject area represented at IUP. Proposals for collaborative doctoral programs should follow the format provided below which is a modification of the procedures in Chapter 2 for New Graduate Degree Programs.

The approval process for Variability in Delivery follows the procedure given for all graduate curricular changes (see Chapter 1, Section B). For inter-institutional agreements, a Memorandum of Understanding, or MOU, (see Section C below), should accompany the proposal.

B. Proposal Format and Content

In an effort to be as clear as possible, the expected proposal content is explained in detail below. However, it is expected that completed proposals under this category will be only two to three pages in length.

1. <u>Graduate Curriculum Authorization Form (Appendix D)</u>

Indicate "Variability in Program Delivery" on the form. This becomes the cover sheet of the proposal.

2. <u>Introduction</u>

Provide a short introduction, including definitions of key concepts or terms. Include a summary of any changes to the program that occur because of the change in the method of delivery.

For inter-institutional agreements, show which components of the existing program will be offered by the alternative method of delivery and which components will remain unchanged.

3. Method of Delivery

Discuss the method of delivery and its consequences, including the following components:

(a) Faculty: Identify how faculty will be selected, appointed, and evaluated in a manner that assures maintenance of the academic quality of the program and its goals and objectives, including the proportion of tenure-track faculty involved, their eligibility to teach IUP graduate courses, and compliance with the CBA.

(b) Facilities/Location: Describe the location and nature of facility requirements and availability.

(c) Learning Resources/Equipment: List any needed additional resources or equipment (books, films, periodicals, computer equipment), stating the manner in which these needs will be addressed or met. Attach letters of notification and response from the University Library and, if relevant, the Instructional Design Center, regarding adequacy of resources.

(d) Course Schedule: Indicate when classes will be scheduled to meet (weekends, intensive workshop, self-paced) and for how long (4 hours per day for six weeks, 8 hours per weekend for a semester, etc.).

(e) Outcomes Assessment: Describe the methodologies to be used to assess whether or not student learning has been achieved and if it has been achieved at a comparable level to the traditional method of delivery

(f) Statement of Compliance: The proposal should comply with all the relevant guidelines enumerated in the Collective Bargaining Agreement, and the Graduate Curriculum Handbook. Please also include relevant local Meet and Discuss agreements. Programs that are found to be not in compliance, even

after formal approval, will require the prompt submission of a new proposal containing the necessary modifications. Typical issues of concern are faculty workload, dependence on temporary faculty, and sufficiency of resources.

4. Impact of Program

Provide information relative to the intellectual values and community enhancement of the program in each of the following areas:

(a) Demand--Cite an appropriate needs assessment, or professional publications or other sources (include a bibliography) to show that demand exists and that students who complete the program can enhance their career opportunities in a national or regional market.

(b) Impact on existing programs--How will the change in the method of delivery affect the existing program at IUP (enrollment, reputation, etc.)? For inter-institutional agreements, discuss the benefits to IUP of the cooperative arrangement.

5. Senate Agenda Item

After notification of approval by the Graduate Committee, please submit to the recording secretary of the Graduate Committee:

(a) Three hard copies of the fully revised proposal

(b) Three hard copies of the Senate agenda item (see below)

(c) One disk copy of both the fully revised proposal and the Senate agenda item.

The Senate agenda item should include the title of the program and the sponsoring department, a brief summary, and rational for change(s). The hard and disk copies must be submitted to the recording secretary of the Graduate Committee 14 days before the next Senate meeting.

C. Memorandum of Understanding

For an inter-institutional agreement, the letter of agreement, known as a memorandum of understanding (MOU), should include six major components:

1. The institution accepting transfer credit (IUP) must establish equivalencies between specified courses in its catalog and specified courses offered by the cooperating

institution. Course syllabi or catalog descriptions for the IUP courses and their proposed equivalents should be provided.

2. A statement of conditions under which a student can use the agreement as a basis for transferring credits, including the maximum number of credits transferable.
3. Faculty who teach specified courses at the cooperating institution must meet the standards for teaching graduate level courses as applied to faculty at IUP.
4. An expiry date for the agreement.
5. The MOU should demonstrate explicitly how the proposed program will clearly benefit both institutions.
6. A general statement concerning how the cooperative program will be evaluated.

Evaluation

Eight to twelve months prior to the expiry date for the agreement, the program shall provide the following materials to the Dean's Associate of the Graduate School for distribution and review by the Graduate Curriculum Committee:

1. Narrative describing the changes that have been made to the program since it has been implemented and the rationale.
2. Any changes to the budget being proposed.
3. Statistics on the number of students enrolled, continuing, and graduated to date.
4. Syllabi for all courses.
5. Copies of the annual reports provided to the Graduate Dean.
6. Any other information proposers feel is important (e.g., resource changes, changes in accreditation standards, etc.)

Once approved by the Graduate Curriculum Committee, the Co-Chairs will notify the program coordinator and Provost.