

# Proposal for Delivery of an existing OSU Program at the Cascades Branch Campus

This document outlines the information that is to be submitted in support of requests for approval of MOUs for delivering existing academic program(s) at OSU-Cascades.

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## 1. Program Description

- a. Program title, level (e.g., B.S. in Environmental Sciences; Political Science Minor)

If the program does not include all options that exist on the main OSU campus, list those that are to be included in the MOU.
- b. OSU main campus department and school/college under which the program is offered.
- c. Who will be the administrator(s) of the OSU-Cascades program?

Who will schedule courses, assign teaching loads, receive and review SET reports, oversee assessment of outcomes, do annual budgeting from the perspective of the program, etc. If these and other administrative tasks will be distributed, list all involved individuals and the role that each will play.
- d. Briefly describe the academic program, and provide a program degree audit sheet that lists all courses (including number of credits) and indicates how each course will be offered at OSU-Cascades [resident course {COCC, OSU, OU, EOU, other}, distance education, web, etc.].
- e. Indicate in what ways the proposed program at OSU-Cascades will differ from the OSU main campus program.
- f. List any special requirements or prerequisites for admission to the program at OSU-Cascades.
- g. Is there an accrediting agency or professional society that has established standards for this program? If so, is the program currently accredited? If accredited, what steps would be needed to ensure that accreditation is maintained vis-à-vis the OSU-Cascades offering? Does the accrediting body require notification of the program offering at a new location?

## 2. Demand

- a. List any similar programs offered at the proposed or nearby location(s).
- b. Provide evidence of need for the program at the new location(s).
- c. Estimate enrollment and number of graduates over the next five years. Will any enrollment limitation be imposed? If so, how will prospective students be enrolled be selected?

## 3. Personnel

- a. List the names and qualifications of faculty (regular and adjunct) who will be involved in delivering the program at OSU-Cascades, and their tentative teaching assignments. Will new faculty be needed?
- b. Estimate the number and type of support staff needed to provide the program at the new location(s).

#### **4. Other Resources**

- a. Describe facilities (e.g., buildings, labs, equipment) necessary to offer the program at the new location(s).
- b. Indicate how library needs will be met.
- c. Indicate how students at the new location(s) will receive student services (e.g., academic advising, etc.).

#### **5. Budgetary Impact**

- a. Indicate the estimated cost of the program for the first four years of its operation. (Use the "Budget Outline" and "Budget Outline Instructions" forms on the Forms and Guidelines Web site.)
- b. If the program will be financed from existing resources:
  1. Describe what the budgetary unit will be doing that is not currently done in terms of additional activities.
  2. State what these new activities will cost and whether financed or staffed by shifting of assignments within the budgetary unit or reallocation of resources within the institution. State which resources will be moved and how this will affect those programs losing resources.

#### **6. Draft of the MOU – the following template is required.**

- a. The program title and limitations (if any).
- b. What are the responsibilities of the OSU-Cascade campus administration, faculty and staff in order to deliver the program?
- c. What are the responsibilities of the OSU-Main campus administration, faculty and staff in order for the program to be delivered at OSU-Cascades?
- d. Provide documentation of discussion of the proposal for the new program with the faculty of the sponsoring department on the Corvallis campus.
- e. Signatories to the MOU.
  1. OSU-Main Campus Department Administrator.
  2. OSU-Cascades Campus Department Administrator.
  3. OSU-Main Campus Dean.
  4. OSU-Cascades Campus Dean.
  5. If a Graduate Program, OSU Dean of the Graduate School