IUB SoE Internal Process for Online Collaborative Program Development and Approval

Indiana University established the Office of Collaborative Academic Programs (OCAP) to reduce duplication of online (and to some extent hybrid) programs across IU's campuses. All proposals for online or hybrid programs must go to OCAP, which then determines if the program should be collaborative, and if so, which campuses are interested in collaborating. OCAP then works with faculty from interested campuses to plan and implement the program.

This document provides guidance to IUB School of Education faculty and administrators to clarify responsibilities while navigating OCAP's program development and approval stages.

Initial Stage for online or hybrid programs initiated by our IUB faculty:

1. Proposal containing a general outline of the program and rationale is drafted by at least 2 faculty champions (although 1 may be sufficient for a certificate program)[1].
   For undergraduate and licensure programs, especially programs in teacher education, the proposal next should be shared with the Office of Teacher Education to review compliance with undergraduate degree requirements and state licensing requirements.

2. The department discusses the proposal, provides feedback, and ultimately votes to indicate support for moving the program forward.

3. Graduate Studies Committee discusses the proposal with the faculty champions, provides feedback, and votes to indicate support for moving the program to the collaborative process. For undergraduate programs, these proposals would go to the Committee on Teacher Education or the Undergraduate Studies Committee, as appropriate.

4. The Associate Dean of Graduate Studies or Undergraduate Education forwards the proposal to OCAP, cc'ing the faculty champions, department chair, the Executive Associate Dean (EAD), the Dean, the EAD's administrative assistant, and the GSO Assistant Director or Assistant Dean for Undergraduate Education hereafter referred to as "the relevant parties."

OCAP Planning Stage -- For online programs initiated both inside and outside of IUB:

1. MOA 1 will be sent to the SoE Dean.

   a. Case 1 - Program initiated *within* the IUB SoE: The Dean checks with the Associate Dean of Graduate Studies or Undergraduate Education, faculty champions, and

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[1] Having two champions is important for two reasons: (1) It may be difficult for one faculty member to attend all OCAP meetings given scheduling constraints; and (2) the OCAP process could take multiple years, and given potential faculty turnover, the program should not hinge on one faculty member's willingness to participate.

> relevant department chair before signing MOA 1 to indicate interest in participating. All relevant parties are cc'd.

b. Case 2 - Program initiated *outside* the IUB SoE: The Dean confers with the Associate Dean of Graduate Studies or Undergraduate Education, the relevant program faculty and Department Chair(s) to gauge interest in participating. If there is sufficient interest, the program faculty and Department Chair will designate one or (preferably) two faculty champions. The Dean will sign MOA 1, cc'ing the relevant parties.

2. OCAP brings faculty from each interested campus together. Faculty champions of the program represent our campus in this process. The learning outcomes and courses are agreed upon.

3. MOA 2 is sent to the faculty champions, who confer with relevant department chairs and the Associate Dean of Graduate Studies or Undergraduate Education before signing MOA 2. At this stage, the relevant department faculty and chairs should agree that the proposed curriculum is sufficiently satisfactory to move forward. All relevant parties are cc'd on the signed MOA 2.

4. After the curriculum has been agreed upon by the OCAP faculty committee and MOA 2 is signed, the faculty champions should work with the relevant department chairs and Graduate Studies or Office of Teacher Education to bring the program through for department, Graduate Studies Committee (GSC), Office of Teacher Education (OTE) or Undergraduate Studies (UGS) and Policy Council (PC) votes. *This should happen concurrently with the remaining steps below to prevent IUB review processes from extending beyond OCAP and partner campus timelines.*

5. The faculty champions continue to participate in the OCAP process, which may address issues of curricular sharing, enrollment management, course caps, revenue sharing, etc.

   For any licensing programs, it will be important to work with the Indiana Department of Education to determine how the program review/state accreditation process will be managed for a "multi-campus" program.

6. The Associate Dean for Graduate Study or Undergraduate Education participates in an OCAP-facilitated meeting to establish the course rotation schedule with deans from other campuses.

7. MOA 3 is sent to the Dean of each School of Education. The Dean circulates MOA 3 to the Associate Dean of Graduate Studies or Undergraduate Education, the faculty champion(s) and relevant department chairs. They indicate their support via email. The Dean then signs MOA 3 and sends to OCAP. All relevant parties are cc'd. The Associate Dean for Graduate Studies or Undergraduate Education will communicate with OCAP about the status and timeline of IUB approval.

Note: Given that the program is vetted concurrently by multiple campuses after MOA2, in rare cases minor program changes may appear at the MOA3 stage (e.g., course number correction, addition of a course option). Assuming such changes are acceptable by the faculty champions, relevant department heads, and the Associate Dean of Graduate Studies, the final version may be presented to GSC and PC as an information item rather than requiring a 2nd round of voting.

8. After the relevant department, GSC, OTE or Graduate Studies Office and PC votes and the signing of MOA 3, the EAD's administrative assistant will send to the Campus Curriculum Committee for approval.

Acronyms:

CCC: Campus Curriculum Committee

EAD: Executive Associate Dean

GSC: Graduate Studies Committee

GSO: Graduate Studies Office

IUB: Indiana University Bloomington

MOA: Memorandum of Agreement:

> MOA 1: Dean signs to indicate School's interest in participating in the program

> MOA 2: Faculty champion signs to indicate relevant faculty/department agreement with curriculum

> MOA 3: Dean signs to indicate School's agreement with all aspects, including curriculum, financial and other administrative arrangements

OTE: Office of Teacher Education

OCAP: Office of Collaborative Academic Programs

PC: Policy Council

SoE: School of Education

UGS: Undergraduate Studies