

Oregon State University
Online Delivery of an Existing Degree, Certificate, Minor,
or Option Program by Ecampus
Proposal Workflow Chart

Faculty Propose Program: Submission to Ecampus

College, School, Department, Program works closely with Ecampus.
A Needs Assessment is conducted; a Budget is prepared; a Course Development
Schedule is prepared; and a Memorandum of Understanding (MOU) is signed.
[Note: None of these documents are included with the proposal.]

Proposal Preparation

Additional documents and information not included within the proposal that is submitted by the Academic Unit(s) and Ecampus for review and approval:

- Transmittal Sheet signed by the academic unit head, chair, or director and the College Dean;
- Quality, Access, and Diversity assurances;
- Fall Term Enrollment (Headcount and FTE) expected for the first five years;
- Degrees or Certificates expected to be awarded during the first five years;
- Student Characteristics expected to be served (e.g., resident/non-resident/international; traditional/non-traditional; full-time/part-time; gender; etc.)
- Faculty and Staff – adequacy and quality
- Advisor—adequacy and quality
- External Letters of Support and Internal Liaison Comments;
- Professional Accreditation—if applicable, the ability of the program to meet professional accreditation standards;
- Correspondence with Other Higher Education Institutions in Oregon—who offer a similar or identical online program;
- Impact of the Proposal on Other On-Campus Programs; e.g., budget, faculty workload, etc.;
- Facilities/Space/Computers/Equipment—availability.
- Student Learning Outcomes—methods by which learning outcomes will be assessed;
- Effective Term—the requested start date for the online program.

Stage 1: Proposal Submission

Proposal Submission for Review and Approval

Proposal prepared and submitted by Ecampus for review by the
Office of Academic Programs, Assessment, and Accreditation (APAA)

The proposal table consists of the current program (list of courses and requirements), the proposed online delivered program by Ecampus (list of courses and requirements), and an identification of the enforced prerequisites.

[Note: For degree programs, the number of options and course electives may be less than what is offered on the OSU-Main campus.]

