

# New Degree Program Proposal

## Honors Degree

**Status: Pending Review - Faculty Senate Exec Committee**

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### 1. Review - College Approver - Honors College

**Approved** by [Janice Nave-Abele](#) Curriculum Coordinator / University Accreditation, *December 14, 2018 11:03am*

#### Comments

*Janice Nave-Abele (College Approver - Honors College) December 14, 2018 11:03am*  
This proposal is being expedited to the Curriculum Council for approval.

### 2. Review - Curriculum Coordinator

**Approved** by [Janice Nave-Abele](#) Curriculum Coordinator / University Accreditation, *December 14, 2018 11:03am*

#### Comments

*Janice Nave-Abele (Curriculum Coordinator) December 14, 2018 11:03am*  
This proposal is being expedited to the Curriculum Council for approval.

### 3. Review - Graduate School

**Approved** by [Janice Nave-Abele](#) Curriculum Coordinator / University Accreditation, *December 14, 2018 11:04am*

#### Comments

*Janice Nave-Abele (Graduate School) December 14, 2018 11:04am*  
This proposal pertains to an undergraduate degree program and Graduate School review and approval are not applicable.

### 4. Review - Budgets and Fiscal Planning Committee

**Approved** by [Janice Nave-Abele](#) Curriculum Coordinator / University Accreditation, *December 14, 2018 11:05am*

#### Comments

*Janice Nave-Abele (Budgets and Fiscal Planning Committee) December 14, 2018 11:05am*  
It has been determined by Gary Beach that review by the Budgets and Fiscal Planning Committee is not required. The review steps are Curriculum Council and then final approval with the Provost.

### 5. Review - Graduate Council Chair

**Approved** by [Janice Nave-Abele](#) Curriculum Coordinator / University Accreditation, *December 14, 2018 11:05am*

#### Comments

*Janice Nave-Abele (Graduate Council Chair) December 14, 2018 11:05am*  
This proposal pertains to an undergraduate degree program and Graduate School review and approval are not applicable.

### 6. Review - Curriculum Council Chair

**Approved** by [Allen Thompson](#) Associate Professor / Philosophy Department, *January 18, 2019 11:00am*

### 7. Review - Faculty Senate Exec Committee

Pending Review

## More Queued Reviews (4)

Faculty Senate; Provost /Academic Affairs; Academic Programs; Catalog Coordinator

### Proposal

Proposal ID:105784

Type:New Degree Program

Submission Date:December 14, 2018 11:02am

Comments:

Extends the Honors College degree program to the OSU-Cascades campus.

### Originators

NAME	TITLE	DEPARTMENT/SCHOOL
<a href="#">Tara Williams</a>	Associate Dean	Univ Honors College

### Contacts

NAME	TITLE	DEPARTMENT/SCHOOL
<a href="#">Toni Doolen</a>	Dean COE and Honor's College	Provost / Exec Vice Pres
<a href="#">Julie Gess-Newsome</a>	Dean of Academic Affairs	Acad Prog / Student Aff

### Proposal Details

College:University Honors College

Department/School:No Department

Program Type:Undergraduate Major

New Degree Name:Honors Degree

### Supporting Documents

DOCUMENTS
<b>* Signed Transmittal Sheet</b> 
<a href="#">Cascades Honors CPS Transmittal Sheet 070617.pdf</a> (106.01 Kb added Dec 13, 2018 2:18 pm )
<b>* Executive Summary</b> 
<a href="#">HC Executive Summary.pdf</a> (89.10 Kb added Dec 14, 2018 9:28 am )
<b>* Proposal</b> 
<a href="#">Cascades HonorsProposal.pdf</a> (40.48 Kb added Dec 13, 2018 2:20 pm )
<b>* Letters of Support</b> 
OSU Administration <a href="#">MOUestablishessupport.pdf</a> (7.35 Kb added Dec 13, 2018 2:50 pm )
<b>* Accessibility Form</b> 
<a href="#">Accessibility Form not required.pdf</a> (7.13 Kb added Dec 13, 2018 2:51 pm )
<b>* Library Evaluation</b> 

[Library Evaluation not required for this proposal.pdf](#) (7.16 Kb added Dec 13, 2018 2:24 pm )

**\* Faculty CVs** 

[FACULTY ELIGIBILITY.pdf](#) (63.48 Kb added Dec 13, 2018 2:21 pm )

**Other Attachments** 

[Cascades Honors College Policy Overview -APPROVED 4-13-17.pdf](#) (120.47 Kb added Dec 13, 2018 2:23 pm )

**LIAISONS**

**\* Liaisons** 

**Toni Doolen**

Request: *None*

Response: *None*

Please refer to MOU for signature of support.

**Julie Gess-Newsome**

Request: *None*

Response: *None*

Please refer to MOU for signature of support.

**BUDGET INFORMATION**

**\* Budget Year 1** 

[Budget not required for this proposal.pdf](#) (7.15 Kb added Dec 13, 2018 2:31 pm )

**\* Budget Year 2** 

[Budget not required for this proposal.pdf](#) (7.15 Kb added Dec 13, 2018 2:31 pm )

**\* Budget Year 3** 

[Budget not required for this proposal.pdf](#) (7.15 Kb added Dec 13, 2018 2:31 pm )

**\* Budget Year 4** 

[Budget not required for this proposal.pdf](#) (7.15 Kb added Dec 13, 2018 2:31 pm )



# Memorandum of Understanding

## Proposal to Extend an Existing OSU Program From OSU-Main (Corvallis) to OSU-Cascades (Bend)

Submit proposals to: Office of Academic Programs, Assessment, and Accreditation,  
314 Waldo Hall – Oregon State University

**For Instructions, see <http://oregonstate.edu/admin/aa/apaa/academic-programs/curriculum/mou-process>  
Please attach Executive Summary Proposal, Library Evaluation (performed by the library), Letters of Support (if any), Liaison Correspondence, Faculty Curriculum Vitae, and Budget Sheets, as appropriate.**

<b>Title of Program</b> (include if it is a major, minor, option or certificate)	<b>Effective Term/Year</b>
University Honors College at OSU Cascades (HBA, HBS, HBFA)	Fall 2017

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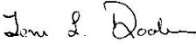
<b>School/Department/Program:</b>	<b>College:</b>
NA	University Honors College


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***I have reviewed and approve this proposal:***


**Corvallis-Based Faculty and Administration**

**Cascades-Based Faculty and Administration**

  
 \_\_\_\_\_  
 Sign - Dean, Toni Doolen                      Date  
 Toni L. Doolen  
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 Sign - Dean, Julie Gess-Newsome                      Date  
 Julie Gess-Newsome  
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 Sign - OSU Provost, Edward Feser                      Date  
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 Date

  
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 Sign – Vice President, Rebecca Johnson                      Date  
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 Date

Edward J. Feser, Provost & Executive Vice President

Print

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Rebecca L. Johnson, VP

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The presence of the Honors College expands the opportunities for recruiting and supporting high-achieving students at OSU-Cascades. With this extension of the Honors College, OSU-Cascades students have the same opportunity to earn the honors baccalaureate degree that OSU-Corvallis students have. OSU-Cascades students also gain access to the full honors experience (including taking honors courses, working with a mentor on a thesis project, and participating in co-curricular and community-building activities), tailored to the needs and interests of students and faculty at that campus.



## Proposal Guide

### for Delivery of an Existing OSU Program to a New Location

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#### 1. Program Description

- a. *Program title, level, and delivery sites. If the program does not include all of the options that exist on the OSU-Main campus, list those that are to be included.*

University Honors College at OSU Cascades (HBA, HBS, HBFA)

- b. *Department, school, college, or program that would offer the program. Include the name of the institution program coordinator; i.e., who is responsible for the program on the main OSU campus and on the new location campus?*

University Honors College at OSU Corvallis; Dean Toni Doolen; Associate Dean Tara Williams

- c. *Administrators at the new location 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. Who is responsible for the program on the main OSU campus?*

The Honors College will collaborate with Cascades campus as outlined in the agreement included separately.

- d. *Describe the academic program. List all of the proposed course titles, including number of credit hours. Indicate how each course will be offered; e.g., face-to-face; online via Ecampus; hybrid.*

Any course in the OSU general catalog is eligible to be offered as an honors section, and this would extend to Cascades campus. A mix of baccalaureate core, elective, and colloquium options will be available, along with one-credit thesis workshop courses (HC 408). Most honors courses will be face-to-face, but hybrid and Ecampus formats are also possible.

- e. *Ways in which the proposed program will differ from the OSU-Main campus program.*

The degree requirements will be the same on both campuses and the honors baccalaureate undergraduate degree will be awarded in both cases. Course offerings will be tailored to Cascades faculty and student needs and interests.

- f. *Special requirements or prerequisites for admission to the program, if any.*

The admissions requirements and process currently in place for OSU Corvallis will also be used for OSU Cascades. Students may apply as incoming or continuing/transfer students as long as they meet a minimum GPA or test score and write a 450-500 word essay. Admission is competitive, and applications are considered holistically.

- g. *Accrediting agency or professional society that has established standards for this program. Is the program currently accredited? If accredited, what steps would be needed to ensure that the accreditation is maintained at the new location? Does the accrediting body require notification of the program proposed to be offered at a new location?*

There is no accreditation for honors programs or colleges.

## **2. Demand**

- a. *List any similar programs offered at nearby location(s).*

No similar honors colleges/programs exist in central Oregon.

- b. *Provide evidence of need for the program at the new location.*

Currently, students at OSU Cascades do not have access to the honors experience and the honors degree that is available to OSU Corvallis students.

- c. *Estimate enrollment and number of graduates over the next five years. Will any enrollment limitation be imposed? If so, how will those to be enrolled be selected?*

We are aiming for an initial cohort of up to 10 students in fall 2017, subsequently growing to 15-20 students admitted per year. Actual growth will depend heavily on OSU Cascades overall enrollment.

## **3. Personnel**

- a. *List the names and qualifications of faculty (regular and adjunct) who will be involved in delivering the program to OSU-Cascades and their tentative teaching assignments. Will new faculty be needed?*

No new faculty will be needed. A small number of Cascades faculty will be selected to teach honors courses each year (either in-load or overload), as outlined in the attached document. Tenured/tenure-track faculty and senior instructors will be automatically eligible to teach honors courses; those in other roles can seek approval through the Honors College petition process. One faculty member will also represent the Cascades campus on the HC Curriculum Committee; currently, that representative is Pat Ball.

- b. *Estimate the number and type of support staff needed to provide the program at the new location.*



No additional support staff will be needed.

#### 4. Other Resources

- a. *Describe the facilities (e.g., buildings, labs, equipment) necessary to offer the program at the new location.*

No additional facilities will be needed; honors courses will be held in current classroom spaces on Cascades campus.

- b. *Indicate how the library needs will be met.*

There will be no additional library needs.

- c. *Indicate how students at the new location will receive student services (e.g., academic advising, financial aid assistance, course registration, access to book/text purchases, etc.).*

Honors College students at Cascades campus will continue to have access to Cascades resources and will also be supported by Honors College academic advisors from Corvallis campus via in-person and phone/Skype meetings.

#### 5. Budgetary Impact

- a. *Indicate the estimated cost of the program for the first four years of its operation. Use the OSU Budget Tables and Narrative at the following web site:*

The primary costs will be associated with the honors courses delivered at Cascades campus; the HC pays \$2000/credit for colloquia and an average of \$5625 for full courses. For 2017-18, the total course costs are projected to be \$11,250. In future years, the number of courses will depend on the number of students.

- b. *Will the allocation of going-level budget funds in support of the program have an adverse impact on any other institutional program, including the OSU-Main program? If so, in what ways?*

No.

- c. *If the program will be financed from existing (i.e., internal reallocation of existing resources), specifically describe:*

- i. *What the academic (budgetary) unit will be doing as a result of the new program that is not currently done in terms of additional activities.*

Extending the Honors College to Cascades campus.

- ii. *What these new activities will cost and whether financed or staffed by shifting of assignments within the academic (budgetary) unit or reallocation of resources within OSU-Main or new location budget. State which resources will be moved and how this will affect those programs losing resources.*

Cascades students enrolled in the Honors College will pay the same differential tuition as Corvallis students in the HC (\$500/term in 2017-18); those funds will be used to cover courses and other site-specific costs. Administrative oversight and other overhead costs will be funded centrally.

Source: OSU Office of Academic Programs, Assessment, and Accreditation

glb (6-20-17)

[Note: This template has been modified from an MOU outline of questions regarding the extension of existing OSU-Main programs to new location. The questions had previously been approved for use by the OSU Curriculum Council on July 18, 2011—a rare summer time meeting. --glb]

The M.O.U. attached as "Signed Transmittal Sheet" establishes the support of the appropriate individuals at OSU-Corvallis and OSU-Cascades.

Accessibility Form not required.

Library Evaluation not required for this proposal.

**FACULTY ELIGIBILITY:**

Anyone may propose an honors course. Tenured/tenure-track and emeritus faculty as well as senior instructors are automatically eligible to teach honors courses; those in other roles can apply for approval via a petition process. Final decisions on eligibility of Honors College faculty will be made by the Honors College in consultation with the OSU-Cascades Dean of Academic Affairs.

## OSU-Cascades Honors Curriculum Overview

The Honors College curriculum will be the foundation of the honors experience at OSU-Cascades, and as such, should reflect our strengths and our students' interests. *Honors courses involve different kinds of work rather than more work, and generally offer opportunities for hands-on learning, deeper engagement, and independent investigation.*

### Faculty and Course Eligibility and Compensation Policy for Teaching Honors College (HC) Courses at OSU-Cascades

#### **FACULTY ELIGIBILITY:**

Anyone may propose an honors course. Tenured/tenure-track and emeritus faculty as well as senior instructors are automatically eligible to teach honors courses; those in other roles can apply for approval via a petition process. Final decisions on eligibility of Honors College faculty will be made by the Honors College in consultation with the OSU-Cascades Dean of Academic Affairs.

#### **COURSE ELIGIBILITY:**

Any course in the OSU General Catalog is eligible to be offered as an honors course, and proposals for new courses are welcomed each year. The Honors College schedule of classes is renewed annually to provide the very best in undergraduate education and to allow opportunities for faculty to teach on a year-to-year basis. Decisions on proposed courses will be made by the Honors College in consultation with the OSU-Cascades Chair of the committee advising the Honors College and the Dean of Academic Affairs.

#### **COMPENSATION:**

The following outlines the compensation policy for HC courses taught at OSU-Cascades.

##### I. Course Type:

- Faculty may teach any HC courses "in-load." They may only teach colloquia courses above and beyond their regular student related activities WU load.
  - i. Honors College BACC Core or elective course (3 to 4 credits) will generally be taught as part of a faculty member's regular teaching load. In order to support the hire of a replacement part-time faculty member, the Honors College will pay OSU-Cascades from \$1750-\$2350 per credit, for up to three credits.
  - ii. Faculty may teach Honors College Colloquia (1 to 2 credit special topics courses) within their regular student related activities load or above that load, with permission.
    - When teaching in load, the Honors College will pay OSU-Cascades from \$1750-\$2350 per credit.
    - When teaching above load, faculty will receive \$2,000/credit as Professional Development Funds.

NOTE: The per credit pay rate for a course is determined by the course designator.

- Thesis/Research Project – The number of credits involved will vary and must be set by agreement with individual students and captured in a written contract agreement.
  - i. Faculty are encouraged to volunteer as mentors for honors student theses. There is NO direct monetary compensation for these efforts, as the HC does not pay for HC students enrolled for thesis credits.
  - ii. Thesis/research project credits will bear the course designator of the program in which the faculty member teaches (i.e., BI 403). This tuition is credited to that program.
  - iii. Anticipated costs to support students in participating in thesis/research projects should be planned for as part of the program annual budgeting process.
  - iv. HC students are encouraged to apply for the Honors Experience Scholarship. Students can apply for reimbursement of research-related expenses, including supplies and equipment, or direct pay, if their faculty mentor is purchasing the equipment on their behalf. Applications for this scholarship are accepted year-round: <http://honors.oregonstate.edu/webform/honors-experiential-award-application>
  
- Contract Courses.
  - i. Contract courses will not be used at Cascades until further notice.

IMPORTANT – when considering teaching a HC course, it is critical to include this in your projected WU spreadsheet and discuss the possibilities and implications with your Dean.

Approved on 4/13/17 by Toni Doolen, Becky Johnson, Julie Gess-Newsome, Tara Williams, and Patrick Ball



Budget not required for this proposal.