

Sloan Grant Proposal Development Guidelines

The proposal should begin with a description of the program to be delivered. Any differences between the scope of the program as it has been delivered on campus and the proposed online degree should be clearly identified. The use of instructional methods other than online (e.g. blended courses) should also be described. The remainder of the proposal should address issues of educational and economic viability. Suggestions for appropriate documentation are offered below.

Educational Viability

The educational viability of the proposals will be evaluated by program committees, the college curriculum committees, the graduate and undergraduate councils, and, if necessary, by the Senate under their existing procedures and criteria. The proposal should include formal approvals from the appropriate program and college committees.

In this case, we would ask that particular attention be paid to the following items:

- That the program has clearly stated student learning outcomes and appropriate mechanisms in place for their assessment. Evidence of prior success with the implementation of an effective assessment program would be significant.
- A detailed multiyear course schedule that will allow both new online and existing students to progress towards the degree in a timely fashion. The schedule needs to be adequate for the number of students anticipated and the program needs to be committed to its delivery.
- A detailed schedule for the development and deployment of the courses required in an online format. Evidence of the program's commitment to online instruction would be helpful.
- A description of characteristics of the students the online program will serve. Admission criteria that will be used to select among applicants should be described.
- The extent to which arrangements have been made to provide courses required outside the major, if any.
- Issues of accreditation, if applicable. Is the program currently accredited? What will be the impact of online delivery on accreditation?
- Evidence that adequate plans have been made for advising and other support services required by the program's students.

Economic Viability

Revenue

- Total enrollment and credit hour projections based on the rate at which students will be admitted, the assumptions made about retention and the rate of progress towards the degree.
- Projections for tuition and fees charged. A rationale for differential tuition, if proposed.
- Evidence of student demand for the online program, accompanied by enrollment history for the existing program and any prior online offerings, if applicable.
- Total revenue projections based on the information above.

Expenses

A budget for the one time grant funds to include course development and other startup expenses. (Typically ten \$6,000 course development stipends, plus \$20,000 for staff support).

An ongoing budget plan that would allow the program to be delivered indefinitely, to include:

- Projections for additional faculty required to support the multiyear course schedule as proposed for new online and existing students. Typically, new faculty would not teach entirely online, but rather would enable the program to share the responsibility for the new and existing offerings.
- Projections for support staff requirements and other operating budget requirements (e.g. equipment, marketing expenses, etc.).
- Projections for ongoing faculty development and curriculum development.

Other General Considerations

- The relationship of the proposal to UIS and/or IBHE priorities.
- Evidence of societal need, including employment prospects for graduates.
- Other materials as deemed appropriate by the proposing unit.