

Appendix B.9

Great Plains Interactive Distance Education Alliance (Great Plains IDEA) Steps for Institutional Approval and Implementation of Inter-Institutional Programs

1. Create and maintain an institutional policy and practice environment that supports inter-institutional program partnerships.
 - a. Review, revise, and foster application of institutional policies so inter-institutional programs can be governed by agreed-upon policies rather than by administrative exceptions to agreed-upon policies.
 - b. Communicate Alliance principles, plans, and achievements.
2. Communicating the inter-institutional program idea
 - a. Faculty member(s) meet with peers at other Alliance institutions to generate an idea for an inter-institutional program.
 - b. Faculty member(s) share a brief written program description with departmental colleagues, department head and dean and secure approval to continue the planning process.
 - c. Academic Administrator submit a signed Notice of Intent for Inter-Institutional Academic Program Planning to the Lead Institution (see *Appendix B.4*).
3. Institutional approval of inter-institutional program
 - a. Faculty member(s) meet with inter-institutional peers to finalize the program documentation for appropriate Academic Board approval.
 - b. Faculty members keep departmental colleagues informed about the program and the institution's responsibilities relative to it. Information derived from this communication will be shared with the inter-institutional peers as part of the program development process.
 - c. Secure approval from the Institutional Review Board for the program assessment process developed by the inter-institutional faculty group.
 - d. Concurrent with the appropriate Academic Board approval of the inter-institutional program, submit the required program documentation to the appropriate institutional review bodies.
 - e. Create Internet based program access for students that links to the Great Plains IDEA Internet site and provide Internet based program information useful for prospective and current students.
4. Program initiation
 - a. Following institutional approval of the Academic Program, secure institutional approval of the Great Plains IDEA Inter-institutional Program MOA. Submit signed Program MOA to the Lead Institution.
 - b. Admit students to the inter-institutional program who meet institutional and inter-institutional program admission standards.
 - c. Create and manage institutional program website and links to <http://www.gpidea.org>.
5. Program management
 - a. Enter course information on the Great Plains Searchable Course Catalog and update every semester.

- b. Manage the transfer of student data according to agreed upon timelines and secure processes.
- c. Teach courses as agreed in the program planning process—review and continuously improve the courses taught.
- d. Advise students who are admitted to the program and assure that they have electronic access to needed information.
- e. Conduct program assessment and report results in accordance with Alliance assessment plan.
- f. Manage institutional approval of course and curriculum changes proposed by the inter-institutional faculty.
- g. Participate in inter-institutional faculty meetings.
- h. Review annual report of the inter-institutional program with institutional Academic Administrators.

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