

Appendix B.8

Great Plains Interactive Distance Education Alliance (Great Plains IDEA) Inter-Institutional Program Initiative Steps for Board Approval

1. The Idea [Faculty and Academic Administrator(s) at One or More Institutions]
 - a. Faculty members generate an idea for a program and begin the exploration of its merits.
 - b. Faculty and their institutional administrators jointly draft a brief program proposal for submission to the appropriate Academic Board of Directors.

Program Proposal

The proposal describes the curriculum, the societal or industry need to be met, the intended audience, anticipated demand for the program, the minimum institutional qualifications to participate, and identifies the faculty originators of the proposal.

2. Approval to Plan and Identification of Inter-Institutional Program Faculty
 - a. A member of the appropriate Academic Board of Directors brings the brief description to the board to secure approval to proceed with planning.
 - b. The Board appoints an Administrative Liaison to the faculty planning team (typically this is the member who brings the proposal).
 - c. Each Board member elicits faculty interest from his/her institution and informs the Program Administrative Liaison of interested participants.
 - d. If faculty from two or more institutions are interested in exploring the program idea, a meeting of an inter-institutional faculty team representing the appropriate discipline(s) is scheduled by the Administrative Liaison.
3. Concept Paper (Inter-Institutional Faculty Team/appropriate Academic Board)
 - a. Faculty team meets with Administrative Liaison to develop the concept paper for submission to the appropriate Academic Board and to assign tasks to prepare for development of program documentation. The Academic Board reviews and approves Concept Paper.

Concept Paper

Prepared and submitted by the inter-institutional program faculty team early in the program planning process to secure the Academic Board of Directors' approval to continue with the planning process.

This document should be 1-3 pages in length and should provide a basic overview of the program.

1. Program title and brief description
2. Rationale/need for the program
3. Target audience
4. List of institutional partners and the anticipated contributions from each.
5. List of faculty who will comprise the program planning team and team chair.
6. Timeline for program development and implementation.
7. Financial plan and timeline for the program-planning phase.

4. Business Plan (Inter-Institutional Faculty Team/appropriate Academic Board) – **see document on page 79 for details.**
 - a. Faculty meet to plan and develop the program and develop the program documentation required for Board approval of the program.
 - b. Board reviews and approves the Program Documentation.
5. Institutional Review/Approval/Implementation of Program (Partner Institutions)
 - a. Present the Inter-Institutional Academic Program to each partner institution for approval.
 - b. Secure institutional approval of Program MOA (and Institutional Affiliate MOA, where appropriate) and submit to the appropriate Academic Board of Directors.
6. Program Implementation
 - a. Initiate Inter-Institutional Program marketing plan.
 - b. Maintain current program and course information on <http://www.gpidea.org> course catalog.
 - c. Implement assessment plan and document findings.
7. Annual Report and Program Management (Inter-Institutional Faculty Team)
 - a. Faculty update curriculum and secure institutional approvals for the changes.
 - b. Faculty review and update website program content, marketing, program management.
 - c. Administrative Liaison oversees the development of an annual report of program outcomes.

Annual Reports

After program implementation, annual reports are to be submitted one month prior to the appropriate Academic Board meeting. The reports should be two pages in length and include the following information:

1. Updated directory of institutional and faculty participants.
2. Curriculum changes, changes in institutional partners or responsibilities.
3. Accomplishments including courses taught, number of students admitted and graduated by institution, enrollments by course, industry partnerships developed, grants received.
4. Data from program assessments to document outcomes for accreditation reviews.
5. Identify opportunities and challenges that require action during the coming year.
6. Cost/benefit financial analysis with emphasis on what is working and what is not.
7. Request for support from Great Plains IDEA Board and/or Academic Board for next year's activities.
8. Submit course matrix with three (3) year schedule of course offerings (see sample on page 81).
9. Strategies used to maintain the integrity of the program using methods such as course syllabi review, enculturation of new faculty, use of program assessment findings, etc.

Summary of Information Required for Great Plains IDEA and/or Academic Board Sponsorship of Academic Programs:

1. Program Proposal
2. Program Concept Paper
3. Business Plan
4. Program MOA from each partner institution
5. Institutional Affiliate MOA from each partner institution, when appropriate
6. Annual Report

Business Plan

Documents to be prepared by the inter-institutional program faculty team for submission to the Great Plains IDEA and/or Academic Board of Directors and to member institutions to secure approval to offer the program. Documentation needed is outlined below in three phases.

Phase I:

1. *Program Directory Information.* Institutional Partners, Faculty on the Planning Team, Faculty Chair, Additional Faculty on the Instructional Team, Administrative Liaison to appropriate Academic Board, and Great Plains IDEA Institutional Coordinators.
2. *Program Need/Target Population.* Document program need through the following means: a survey of competitor programs (quality, price, audience), prospective students in the target population and/or a survey of employers. Describe methodologies and relevant findings.
3. *Academic Program.* Provide the program philosophy/rationale, curriculum, course descriptions and titles, schedule of course offerings, timeline for initial course offerings, faculty qualifications, and other documentation required for program approval at partner institutions. Include a course schedule that shows course titles and numbers at each institution for all Alliance courses in the program (see page 81).
4. *Program Size.* Identify optimum program size (based on industry need, student demand for program, and the instructional capacity of the program faculty) and set targets for program growth. Provide a rationale for program size that is based on need for the program and cost recovery of program costs. Identify resource needs (such as more institutional partners, adjunct faculty, etc.) to facilitate program growth. Note: Non-Alliance Institutional Affiliates require Great Plains IDEA Board approval.

Phase II:

5. *Price/Cost.* Research price of competitive programs and/or similar programs and prepare a report (spreadsheet) with your findings and submit along with your recommendation of a per-credit hour Common Price (**Note:** the Common Price cannot be less than that established by the Great Plains IDEA Board of Directors) to the Great Plains IDEA Alliance Coordinator. Identify which courses in the program are "Alliance courses" and predict the income/expense flow to the Alliance for the first three years of the program. Submit a budget to illustrate institutional costs, Alliance costs, and partner costs and income for the first three years of the program.
6. *Marketing Plan.* Describe plans to market the program and the estimated costs/returns associated with each strategy.
7. *Alliance Services.* Identify central services needed from the Great Plains Idea Alliance (above what is currently covered) such as meeting planning, advisory board coordination services, data management services, marketing and marketing research.
8. *Innovations/Partnerships.* Describe ways that the partnership will capitalize on external resources (proposals for funding, industry partnerships, industry advisory board, foundation support).

Phase III:

9. *Program Assessment.* Provide the instruments that will be used for program assessment and evidence of institutional review board approvals from partner institutions for implementation of assessment plan. Attach intake and exit surveys. Describe how program assessment will be managed and reported to the appropriate Board of Directors.
10. *Program/Institutional Affiliate MOA.* Provide a proposed Program MOA for participating universities to sign. When appropriate, provide an Institutional Affiliate MOA for participating universities to sign.
11. *Website Program Description.* Provide narrative for www.gpidea.org in digital form and the institutional URL for program information at each partner institution.
12. *Executive Summary* (1 p.)

Sample Budget Line Items for Great Plains IDEA Program

For submission to the appropriate Board of Directors (see Concept Paper, p. 76). Give estimated cost, if possible, and indicate who will cover the cost.

Item	Year 1 Proposed Costs to be Covered by Program Partners	Year 1 Proposed Costs to be Covered by Appropriate Board	Year 2 Proposed Costs to be Covered by Program Partners	Year 2 Proposed Costs to be Covered by Appropriate Board	Year 3 Proposed Costs to be Covered by Program Partners	Year 3 Proposed Costs to be Covered by Appropriate Board
<i>Travel</i>						
1. Administrators to planning meetings						
2. Faculty to planning meetings						
3. Faculty to annual meetings						
<i>Survey for Program Need/Target Population</i>						
<i>Marketing Material/Student Recruitment</i>						
<i>Faculty Development</i>						
Total Requested						

Financial Planning Sample Course Schedule

Year	Fall	#	Spring	#	Summer	#
2000-2001	Fundamentals (KSU) Family Systems (NDSU)		Financial Counseling (NDSU) Estate Planning (MT State)		Family Econ (SDSU)	
2001-2002	Fundamentals (KSU) Family Systems (NDSU) Investing (ISU) Practicum (all)		Financial Counseling (NDSU) Estate Planning (MT State) Insurance (UNL) Practicum (all)		Family Econ (SDSU) Retirement (UNL) Housing (ISU)	
2002-2003	Fundamentals (KSU) Family Systems (OSU) Investing (ISU) Taxation (MT State) Practicum (all)		Financial Counseling (NDSU) Estate Planning (MT State) Insurance (UNL) Professional Practices (KSU) Practicum (all)		Family Econ (SDSU) Retirement (UNL) Housing (OSU) Case Studies (KSU)	
2003-2004	Fundamentals (KSU) Family Systems (NDSU) Investing (ISU) Taxation (MT State) Case Studies (KSU) Practicum (all)		Financial Counseling (NDSU) Estate Planning (MT State) Insurance (UNL) Professional Practices (KSU) Practicum (all)		Family Econ (SDSU) Retirement (UNL) Housing (ISU) Case Studies (KSU)	

ISU = Iowa State University
 KSU = Kansas State University
 MT State = Montana State University
 NDSU = North Dakota State University
 OSU = Oklahoma State University
 SDSU = South Dakota State University
 UNL = University of Nebraska