**Proposal for Funding for Online Program Development**

**Online Program Development Committee**

**Complete this application and submit to Myra Jones (****mjones@etsu.edu****)**

**Sponsoring department:**

**Contact person:**

**Title:**

**Email address:**

**Telephone:**

**List the name of the program. Is the online program development for:** (1) degree program, (2) concentration, or (3) certificate program?

**Identify the percentage of program delivered online.**  Consider the major courses in discipline; do not include general education core requirements. Identify method of delivery if not asynchronous.

**Provide a summary statement describing the online program for which you are requesting development funding**. Outline the curriculum and describe the plan for development and implementation of the program in an online delivery format.

**Describe the online program development plan the department has created.** This plan should include the number of courses to be developed and the program implementation date.

**Describe the extent to which the online program is supported by the department and college.** You may attach a statement from the department chair and dean to indicate the college administration is in support of developing this program online.

**Describe the potential the online program has for attracting new learners to the university.**

**Provide a statement regarding the department’s plan to identify potential students and assess the market demand for online delivery of this program.**

**Identify the plan to grow and scale the program as needed to meet the market demand.**

**Describe the faculty support you are requesting.** Please include the names and contact information of the faculty member(s) who will be receiving release time to develop the courses in the program. Also, please list the courses from which the faculty member(s) will be released and the courses they will develop.

**Describe a clear and reasonable timeline for completion of the online program development.** Include a statement that addresses the potential for program completion to meet the established timeline. If the timeline indicates it will take more than one semester to complete program development, a status report of progress will be required to apply for second semester of funding.

**Please attach your budget to the proposal. Include the courses from which faculty will be released and any other items requested as part of the online program development. The entire $12,500 (or amount requested) should be accounted for in the proposed budget.**

**Signatures**

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Faculty Member Submitting Request Date

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Department Chairperson / Director Date

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Dean / Director Date

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Online Program Development Committee Chair Date

**Online Program Development Committee Recommendation:**