Form OS

OFF-SITE DELIVERY OF AN EXISTING PROGRAM FORM

Sponsoring Institution (s): Lindenwood University

Program Title: Communications

Degree/Certificate: Master Arts in Communications

Institution Granting Degree: Lindenwood University

Delivery Site(s): St. Louis City Center

Mode of Program Delivery: In-Class

Geographic Location of Student Access: St. Louis City Center

1409 Washington Ave.

St. Louis, MO 63103

CIP Classification: 090901
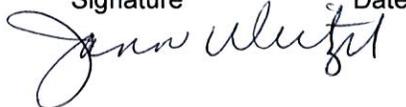
Implementation Date: January 2009

Cooperative Partners: N/A

AUTHORIZATION

Name/Title of Institutional Officer	Signature	Date
Jann Weitzel, Provost	*Jann Weitzel*	5/30/12

Person to Contact for More Information	Telephone
Angie Hester, Director of Evening & Graduate Education Admissions	(636) 949-4465

2. Need:

   a. Student Demand

      i. See form

Year	2012-13	2013-14	2014-15	2015-16	2016-17
Full Time	41	42	43	44	45
Part Time	N/A	N/A	N/A	N/A	N/A
Total	41	42	43	44	45

      ii. No, enrollment will not be capped in the future

   b. Market Demand:
      General demand in an urban setting for skills obtained from a Bachelor's or Master's degree.

   c. Societal Need:
      Students who need to attend class in a more convenient setting.

   d. Methodology used to determine "A" and "B" above.
      N/A

3. Duplication and Collaboration
      The program is unique in that students are able to complete their degree in an accelerated manner during the evening. Students can earn their Master's degree in 15 months and their Bachelor's degree in 31/2 years but attending only one evening per week.

No other programs were found to exist in this market or region.

      Does delivery of the program involve a collaborative effort with any external institution or organization? No, the delivery of the program does not involve a collaborative effort with any external institution or organization.

Form CL – Collaborative Programs (not needed)

4. Program Characteristics and performance Goals (Form PG):

Program Characteristics and Performance Goals

Institution name: Lindenwood University- St. Louis
Program name: Graduate Communications (LCIE)
Date: 12/1/2011

(Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included wherever possible.)

Student Preparation
- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.
  No especial preparation required.

- Characteristics of a specific population to be served, if applicable.
  Working Adults/Non-traditional students

Faculty Characteristics
- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.
  Master's degree +

- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.
  Up to 10% of the coursework at Lindenwood off site locations are taught by full time faculty

- Expectations for professional activities, special student contact, teaching/learning innovation.
  N/A

Enrollment Projections
- Student FTE majoring in program by the end of five years.
  See enrollment projection

- Percent of full time and part time enrollment by the end of five years.
  100% full time; 0% part time

Student and Program Outcomes

- Number of graduates per year at three and five years after implementation
  74 Graduates after 3 years and 127 after 5 years
- Special skills specific to the program.
  N/A

- Proportion of students who will achieve licensing, certification, or registration.
  0%

- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.
  N/A

- Placement rates in related fields, in other fields, unemployed.
  Not collected

- Transfer rates, continuous study.
  Not collected

Program Accreditation

- Institutional plans for accreditations, if applicable, including accrediting agency and timeline. If there are no plans to seek specialized accreditation, please provide reasons.
  ACBSP accreditation by 2012

Alumni and Employer Survey

- Expected satisfaction rates for alumni, including timing and methods of surveys.
  N/A
- Expected satisfaction rates for employers, including timing and methods of surveys
  N/A

5. **Quality Assurance for Off-Site Programs**:

   A. General Oversight: Describe the manner in which this program will be managed.

   Oversight by Dean of Evening and Graduate Admissions and the Dean of the LCIE program.

   B. How does the management of this program fit with the institution's academic administrative structure?

   The Dean oversee the program underneath the supervision of the President and the Board of Directors

C. Faculty Qualifications: How do the qualification of faculty at this site compare with those faculty for this program at the main campus? Please also note the comparable data regarding the proportion of course-section coverage by full-time faculty at each site

The qualifications of the faculty at this site are identical to the qualifications of the faculty at the main campus.

D. Support Services: describe how the institution will ensure that students at this site will be able to access services such as academic support, library, computing, and financial aid, as well as other administrative functions, at a level of quality comparable to that of on-campus programs.

The center director will ensure that information such as academic support, library, and financial aid will be display for students to view. A quarterly audit will take place by the dean of the LCIE program

6. **Any Other Relevant Information:**