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| S:\Communications\Logos and photos\SDBORLogos\final_sdbor_webreadyBW_trans.gif | **SOUTH DAKOTA BOARD OF REGENTS**  ACADEMIC AFFAIRS FORMS |
| New Site Request |
|  |  |

Use this form to request authorization to deliver an entire existing degree program (graduate program, undergraduate major or minor, certificate, or specialization) at a new site or by distance delivery (including online delivery). Board of Regents approval is required for a university to offer programs off-campus and through distance delivery. The Board of Regents, Executive Director, and/or their designees may request additional information about the proposal. After the university President approves the proposal, submit a signed copy to the Executive Director through the system Chief Academic Officer. Only post the New Site Request Form to the university website for review by other universities after approval by the Executive Director and Chief Academic Officer.

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| --- | --- |
| **UNIVERSITY:** | **DSU** |
| **DEGREE(S) AND PROGRAM:** | **Business Administration Minor** |
| **NEW SITE(S):[[1]](#footnote-1)** | **Online Delivery** |
| **INTENDED DATE OF IMPLEMENTATION:** | **Fall 2020** |
| **CIP CODE:** | **52.0201** |
| **UNIVERSITY DEPARTMENT:** | **College of BIS** |
| **UNIVERSITY DIVISION:** |  |

**University Approval**

*To the Board of Regents and the Executive Director: I certify that I have read this proposal, that I believe it to be accurate, and that it has been evaluated and approved as provided by university policy.*

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| President of the University |  | Date |
|  | | |

1. **What is the need for offering the program at the new physical site or through distance delivery?**

Dakota State University is requesting authorization to offer the Business Administration minor by distance delivery. The minor provides basic skills in accounting, finance business organization, marketing and economics. Courses for the minor are part of the BBA degree programs already approved for online delivery. As the state and region continues to expand and attract new businesses, graduates of other programs can add this minor to strengthen the business-related skills needed to create a competitive advantage within the new and expanding businesses in the area. This minor will be especially helpful for students in our computer sciences programs (e.g., cyber operations, network security administration, etc.) as these graduates obtain industry-based positions. Fifty percent of DSU’s undergraduate credit hours are online and this minor is intended to serve that group of students.

1. **Are any other Regental universities authorized to offer a similar program at the proposed site(s) or through distance delivery? If “yes,” identify the institutions and programs and explain why authorization is requested.**

No

1. **Are students enrolling in the program expected to be new to the university or redirected from other existing programs at the university? Complete the table below and explain the methodology used in developing the estimates.**

We believe this minor will help us attract more students into our computer-based programs such as cyber operations and network security but the primary enrollment will be from ostudents already enrolled in these majors.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Fiscal Years**\* | | | |
|  | **1st** | **2nd** | **3rd** | **4th** |
| ***Estimates – Online*** | FY 21 | FY 22 | FY 23 | FY 24 |
| Students new to the university |  |  |  |  |
| Students from other university programs | 0 |  |  |  |
| Continuing | 2 | 4 | 8 | 12 |
| =Total students in the program at the site | 2 | 4 | 8 | 12 |
| Program credit hours (major courses)\*\* | 0 | 0 | 28 | 42 |
| Graduates |  |  |  | 4 |

\*Do not include current fiscal year.

\*\*This is the total number of credit hours generated by students in the program in the required or elective program courses. Use the same numbers in Appendix B – Budget.

1. **What is the perceived impact of this request on existing programs in the Regental system?**

Courses for the minor are part of the BBA degree program and this degree is already approved for complete delivery online. The minor will provide additional skills to complement other DSU’s majors such as BS Network & Security Administration, BS Cyber Operations, and BS Computer Science majors, all of which are approved for complete online delivery. Delivering this minor online is not expected to negatively impact enrollment in face to face sections or enrollment in other regental institutions.

1. **Complete the table and explain any special circumstances. Attach a copy of the program as it appears in the current catalog. If there are corresponding program modifications requested, please attach the associated form. Explain the delivery of the new courses and attach any associated new course request forms.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Administration Minor** | Credit hours | Credit hours currently available via distance | Credit hours new to this university |
| System General Education Requirements |  |  |  |
| *Subtotal, Degree Requirements* |  |  |  |
| Required Support Courses |  |  |  |
| Major Requirements | 21 | 21 | 0 |
| Major Electives or Minor |  |  |  |
| *Subtotal, Requirements of the Proposed Major* | 21 | 21 |  |
| Free Electives |  |  |  |
| *Total, Degree with Proposed Major* | 21 |  |  |

\*If the major will be available in more than one degree (e.g., BA, BS, BS Ed) at the new site(s) and the number or distribution of credits will vary with the degree, provide a separate table for each degree.

1. **How will the university provide student services comparable to those available for students on the main campus?**

Student support services are available through the existing services provided for all online students and are available from DSU. We have on-line tutoring and supplemental instruction available to students. We can interact with on-line students for advising and office-hours using Zoom.

1. **Is this program accredited by a specialized accrediting body? If so, address any program accreditation issues and costs related to offering the program at the new site(s).**No
2. **Does the university request any exceptions to Board policy for delivery at the new site(s)? Explain requests for exceptions to Board policy.**

No

1. **Cost, Budget, and Resources related to new courses at the site: Explain the amount and source(s) of any one-time and continuing investments in personnel, professional development, release time, time redirected from other assignments, instructional technology & software, other operations and maintenance, facilities, etc., needed to implement the proposed minor.** *Complete Appendix B – Budget using the system form.*

The university does not request new state resources. The minor consists of existing courses, all offered online in the past years and are currently in the online rotation schedule.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Prefix** | **Number** | **Course Title** | **Credit Hrs** | **Online** |
| **ACCT** | **210** | **Principles of Accounting I** | **3** | **F, SP, SU** |
| **ACCT** | **211** | **Principles of Accounting II** | **3** | **F, SP, SU** |
| **BADM** | **310** | **Business Finance** | **3** | **F, SP** |
| **BADM** | **350** | **Legal Environment of Business** | **3** | **F, SP** |
| **BADM** | **360** | **Organization and Management** | **3** | **F, SP** |
| **BADM** | **370** | **Marketing** | **3** | **F, SP, SU** |
| **ECON** | **201** | **Principles of Macroeconomics** | **3** | **F, SP, SU** |

Note: ACCT 211 serves as a prerequisite for BADM 310 and ECON 201 serves as a prerequisite for BADM 370. No other courses have prerequisites.

1. If the request is for a new physical location, include an address for the location. Delivery methods are defined in [AAC Guideline 5.5](https://www.sdbor.edu/administrative-offices/academics/academic-affairs-guidelines/Documents/5_Guidelines/5_5_Guideline.pdf). [↑](#footnote-ref-1)