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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:** | **Information Technology Management Certificate** |
| **NEW SITE(S):**  *Include address of new physical locations.*  *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)*.* | **Internet Asynchronous – Term Based Instruction - 015** |
| **INTENDED DATE OF IMPLEMENTATION:** | **Fall 2021** |
| **CIP CODE:** | **110103** |
| **UNIVERSITY DEPARTMENT:** | **College of Business & Info Systems** |
| **BANNER DEPARTMENT CODE:** | **DINF - DCERTU.ITM** |
| **UNIVERSITY DIVISION:** |  |
| **BANNER DIVISION CODE:** | **DINFS** |

**Please check this box to confirm that:**

* The individual preparing this request has read [AAC Guideline 2:11](https://www.sdbor.edu/administrative-offices/academics/academic-affairs-guidelines/Documents/2_Guidelines/2_11_Guideline.pdf), which pertains to new site requests, and that this request meets the requirements outlined in the guidelines.
* This request will not be posted to the university website for review of the Academic Affairs Committee until it is approved by the Executive Director and Chief Academic Officer.

**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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|  |  | 1/8/2021 |
| President of the University |  | Date |

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Note: In the responses below, references to external sources, including data sources, should be documented with a footnote (including web addresses where applicable).

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

Dakota State University requests authorization to deliver the Information Technology Management Certificate via online delivery. DSU currently has majors in Information Systems so the courses in this certificate are currently on the rotation for online delivery. Moving this certificate to online delivery will provide access to this certificate for existing students and students stepping into the technology profession. As the state and region continues to expand and attract new business, the skills of these graduates are needed within the new and expanding business. This certificate will ‘stack” into DSU’s associate and bachelor’s degrees.

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 other university in the system offer this certificate online.

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 (*replace “XX” in the table with the appropriate year*).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Fiscal Years**\* | | | |
|  | **1st** | **2nd** | **3rd** | **4th** |
| ***Estimates*** | FY 22 | FY 23 | FY 24 | FY 25 |
| Students new to the university | 3 | 4 | 4 | 4 |
| Students from other university programs | 0 | 0 | 0 | 0 |
| =Total students in the program at the site | 3 | 7 | 8 | 8 |
| Program credit hours (major courses)\*\* |  |  |  |  |
| Graduates |  | 3 | 4 | 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?**

The courses in this certificate have been offered online for quite some time. We don’t anticipate any significant impact on the other majors within the system.

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.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Information Technology Management Certificate** | Credit hours | Credit hours currently available from this university at this site | Credit hours currently available from other universities available at this site | Credit hours currently available via distance | Credit hours new to this university |
| System General Education Requirements |  |  |  |  |  |
| *Subtotal, Degree Requirements* |  |  |  |  |  |
| Required Support Courses | 12 | 12 | 6 | 12 | 0 |
| Major Requirements | 12 |  |  |  |  |
| Major Electives or Minor |  |  |  |  |  |
| *Subtotal, Requirements of the Proposed Major* |  |  |  |  |  |
| Free Electives |  |  |  |  |  |
| *Total, Degree with Proposed Major* |  |  |  |  |  |

\*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 to all online students and are available from DSU.

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.

1. **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.*

No additional costs are expected as all courses in the certificate are scheduled to be taught online.

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| --- | --- | --- | --- | --- |
| Prefix | Number | Course Title | Credit hours | Online |
| CIS  CIS  CSC | 130  123  150 | Visual Basic Programming OR  Problem Solving & Programming OR  Computer Science I | 3 | F, SP, SU |
| CIS | 325 | Management Info. Systems | 3 | F, SP, SU |
| CIS | 484 | Database Management Systems | 3 | F, SP |
| CSC | 163 | Hardware, Virtualization & Data Communication | 3 | F, SP |