

**Date of submission:**

February 9, 2015

**Name of institution:**The Ohio State University  
College of Arts and Sciences**Primary institutional contact for this request:**

Name	Karen Hutzal
Title	Associate Professor and Graduate Studies Chair, Department of Arts Administration, Education and Policy
Phone number	614-292-7183
E-mail	Hutzal.4@osu.edu

**Name of program to be offered in an online or blended/hybrid format:**

Master of Arts in Art Education

**Proposed implementation date:**

SU 2016

**Date that the request received final approval from the appropriate institutional committee:**

**Educator Preparation Programs:***Indicate whether the program leads to educator preparation licenses or endorsements.*Licensure Yes/NoEndorsement Yes/No



THE OHIO STATE UNIVERSITY

College of Arts and Sciences

166 University Hall  
230 N Oval Mall  
Columbus, OH 43210

614-292-1607 Phone  
614-292-8656 Fax  
artsandsciences.osu.edu

February 23, 2015

Scott Herness, Professor and Associate Dean  
The Graduate School  
250 University Hall  
230 North Oval Mall  
CAMPUS

Dear Scott:

The Department of Arts Administration, Education and Policy has completed and submitted its proposal for a revision in delivery to their MA program in Art Education. The program revision is endorsed by the College of Arts and Sciences, was approved by the Dean of the Division of Arts and Humanities, and has the full support of the Arts Administration, Education and Policy faculty.

The proposal would allow distance delivery of the Master of Arts in Art Education. There would be change for distance delivery of this degree from the current on-campus delivered degree, which as you know, has been previously approved. A memorandum of understanding between the Office of Distance Education and eLearning and the College of Arts and Sciences is attached to this letter for your review.

We are sending the program forward for review and approval at the Graduate School and Council on Academic Affairs. If you have any questions or concerns, please do not hesitate to contact me.

Thank you in advance for your consideration of this proposal.

Sincerely,

David Manderscheid  
Executive Dean and Vice Provost



**THE OHIO STATE UNIVERSITY**

**Office of Distance Education and eLearning**

152 Mount Hall  
1050 Carmack Road  
Columbus, OH 43210-1002

614-292-8860 Phone  
614-292-0049 Fax

odee.osu.edu

February 6, 2015

W. Randy Smith  
Vice Provost  
Office of Academic Affairs  
203 Bricker Hall  
190 North Oval Mall  
Columbus, OH 43210

Dr. Smith,

The College of Arts and Sciences and the Office of Distance Education and eLearning program have established an MOU for the Master of Arts in Art Education program. This program request is for a change of mode delivery. The on-campus version of this program has already received all necessary approvals. Program changes in the distance delivery compared to the approved on-campus delivery are below:

CHANGE	DESCRIPTION OF CHANGE FOR DISTANCE DELIVERY
No Changes	No Changes

Once all necessary Ohio State program approvals have been met, we respectfully request Ohio State's submission to the Ohio Board of Regents. Finally, please send Robert Griffiths (griffiths.44@osu.edu) a copy of the final OBOR submission packet for our records.

 2.6.2015

Mike Hofherr  
Vice President and Chief Information Officer



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Office of Distance Education and eLearning

152 Mount Hall  
1050 Carmack Road  
Columbus, OH 43210-1002

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614-292-0049 Fax

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February 6, 2015

Char Rogge  
Ohio Board of Regents  
25 S. Front Street, 2<sup>nd</sup> Floor  
Columbus, Ohio 43215

Dear Char:

The College of Arts and Sciences and the Office of Distance Education and eLearning respectfully request The Ohio State University's submission to the Ohio Board of Regents to include a request for a *blanket approval and/or background piece* verifying that this program is approved for distance delivery.

The Master of Arts in Art Education has been previously approved for on-campus delivery. The Ohio State University is requesting a "Change in Delivery" request in which the university intends to deliver *fifty percent or more* of the above mentioned program using an online delivery model.

Respectfully,

 2.6.2015

Mike Hofherr  
Vice President and Chief Information Officer

# MEMORANDUM OF UNDERSTANDING

<b>College:</b>	College of Arts and Sciences, Division of Arts and Humanities
<b>Department:</b>	Department of Arts Administration, Education and Policy
<b>Primary faculty:</b>	Karen Hutzel
<b>Primary contact:</b>	Karen Hutzel (Hutzel.4@osu.edu)
<b>Fiscal officer:</b>	Michelle Atlas-Goldstein
<b>Marketing director:</b>	Victoria Ellwood
<b>Enrollment contact for state authorization compliance:</b>	Kirsten Thomas
<b>Additional colleges/contacts:</b>	Garett Heysel, Assistant Dean Deborah Smith-Shank, Dept. Chair

<b>ODEE</b>	
<b>Instructional designer:</b>	
<b>Other services:</b>	

<b>Name of program:</b>	Online MA in Art Education
<b>Approval process (change in delivery or new program):</b>	Change in delivery
<b>Program code:</b>	
<b>Will this program have a different fee structure from</b>	



<p>what would normally be assessed similar students at the university? If so, then please explain:</p>		
<p><b>Project scope:</b></p>	<p><i>Program objective(s):</i></p>	<p><b>A Global Program for Art Educators in Schools, Museums, and Communities – intended to improve teaching practice in visual art.</b></p>
	<p><i>This program will be successful when (top-ranked, make X money, enroll X students):</i></p>	<p><b>We recruit 20-30 students per year and graduate those students with improvement to their own teaching of art. Simultaneously, we wish to maintain a recognition of excellence in our field.</b></p>
	<p><i>Asynchronous/synchronous courses:</i></p>	<p><b>Asynchronous courses. Opportunity for some synchronous elective courses with partial time on campus</b></p>
	<p><i>Total credit hours:</i></p>	<p><b>30</b></p>
	<p><i>Timeline for completion (# of years as full time and # of years as part time):</i></p>	<p><b>2 years + one summer (4-6 credits each semester)</b></p>
<p><b>Project goals:</b></p>	<p><i># of courses to be created:</i></p>	<p><b>2</b></p>
	<p><i># of courses already in an online format that need ODEE review:</i></p>	<p><b>6</b></p>
	<p><i>Date to complete # of courses:</i></p>	<p><b>SU 2016 – re-launch of program</b></p>
	<p><i>Date to complete all courses:</i></p>	
	<p><i># of anticipated students:</i></p>	<p><b>30/year</b></p>
<p><b>State authorization:</b></p>	<p><b>For this program, does your college plan to do any of the following outside of Ohio? Yes/No</b></p>	
	<p><i>Maintain a physical location, facility or instruction site (may</i></p>	<p><b>No</b></p>



	<i>include server or other equipment or administrative offices)</i>	
	<i>Recruit students (either occasionally or consistently)</i>	<b>Yes</b>
	<i>Conduct soliciting, marketing or advertising</i>	<b>Yes</b>
	<i>Employ full time and/or adjunct faculty (1099/W-2)</i>	<b>No</b>
	<i>Conduct instructional activities such as clinicals, labs, practicums, internships or externships (where students meet face to face)</i>	<b>Some elective courses in the summer will include one-week face to face on campus.</b>
	<i>Have contracts or agreements to provide services to students, such as proctored exams</i>	<b>No</b>
	<i>Have partnerships with educational institutions</i>	<b>Yes – Edna Manley College of the Visual and Performing Arts in Jamaica</b>



Program Timeline									
Course Name	Faculty Lead	OAA Approved	Developed	Students Enrolled	Delivered	Updated and Maintained	Reviewed (every 3 years)	Quality Matters Certified*not required	
Example: Principles of Basic Science	J. Smith		AU13	SP14	AU14	SP15	AU16	AU15	
AE 7000.1 Concepts, Theories and Issues in Art Education	Christine Ballengee Morris	Yes	AU15	SP16	SU16	AU17	AU18		
AE 7604 Teaching of Studio Activities	Sydney Walker	Yes	SP16	SP 16	AU16	SP18	SP19		
AE 7607 Curriculum and Assessment in Art Education	Jen Richardson	Yes (name change to go through)	SU16	SP16	SP17	SU18	SU19		
AE 7767 Critical Analysis of Multicultural Art Education	Joni Acuff	Yes	SP17	SP16	AU17	SP19	SP20		
AE 7200.1 Introduction to Research Methodologies and Methods	Karen Hutzel	Yes	SU17	SP16	SP18	SU19	SU20		
AE XXXX Large-Scale	Karen Hutzel and	No – New course	AU17	SP16	SU18	AU19	AU20		



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Assessment, Communication and Advocacy in Art Education	Christine Ballengee Morris									
AE 6998 Non-thesis Hours	All	Yes	AU15	SP16	All semesters	AU17	AU18			
AE 7606 Technology and Digital Texts	Clayton Funk	Yes	AU16	SP16	SU17	AU18	AU19			
AE XXXX Challenging Ableism through Universal Design	Jen Richardson	No – New course	AU16	SP16	SU17	AU18	AU19			
AE 5367 Indigenous People and Visual Culture	Christine Ballengee Morris	Yes	AU16	SP16	SU17	AU18	AU19			
AE 5197 Study Abroad courses (how to designate Study Abroad offerings for online students?)	Depends on the Study Abroad	Depends on the Study Abroad	AU16	SP16	SU17	AU18	AU19			



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<b>Colleges entering into this agreement will:</b>
Secure approval from: <ul style="list-style-type: none"> <li>• Graduate School</li> <li>• Council on Academic Affairs (CAA)</li> <li>• Faculty Senate</li> <li>• Board of Trustees</li> <li>• Board of Regents <ul style="list-style-type: none"> <li>◦ Pages 15-16 of RACGS Guidelines <a href="https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/racgs/documents/RACGS_Guidelines_113012.pdf">https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/racgs/documents/RACGS_Guidelines_113012.pdf</a></li> </ul> </li> </ul>
Contact the university budget office regarding new program and to request a distance education specific fee table. Differential fees must be approved by the Board of Trustees.
Meet the program standards set forth by your accrediting body (if applicable) for alternative delivery models
Submit courses to curriculum.osu.edu (after CAA approval)
Label students in Student Information System with appropriate subplan. Distance students = subplan ONL
Provide budget forecasting/market analysis using ODEE funding model (attached) <ul style="list-style-type: none"> <li>• Incur the costs for <b>MA in Art Education</b> program specific advertising</li> <li>• Incur additional costs associated with distance education programming (e.g. student advising, Increased TA support)</li> </ul>
Communicate to prospective students their ability to enroll and seek federal financial aid <ul style="list-style-type: none"> <li>▪ Collaborate with ODEE to maintain updates on State Authorization progress</li> <li>• Notify ODEE of states that they want to target students in</li> </ul>
Collaborate with ODEE on the technical solutions for effective course delivery: <ul style="list-style-type: none"> <li>• Online-specific syllabus requirements (ODS statement, COAM statement, etc.)</li> <li>• OSU identity/branding guidelines</li> <li>• Carmen course template providing students with effective navigation and online course expectations, etc.</li> <li>• Provide course content materials for placement into mutually agreed upon formats and technologies for distance delivery</li> <li>• Apply the Quality Matters course design rubric</li> <li>• Focus on outcome-based learning and incorporate assessment into courses</li> </ul>
Work with faculty on the workload assignment
Participate in stakeholder kickoff meeting after CAA approval
Encourage distance education faculty/instructors/students to participate in ODEE distance education training <ul style="list-style-type: none"> <li>• <b>Specify training requirements here</b></li> </ul>
Collaborate with relevant student support services (ODS, UCAT, WAC, Libraries, Veterans Affairs, etc.)



<ul style="list-style-type: none"> <li>Incur costs to provide required accessibility accommodations for videos and activities not produced by ODEE</li> </ul>
<p>Collaborate with ODEE to review and update courses every three to five years or when a substantial change in course technology and/or course objectives will result in an Interim review to ensure the technologies and formats remain appropriate for the course content to achieve stated objectives</p> <ul style="list-style-type: none"> <li>Major changes/revisions (25% or more) by an individual instructor between the initial launch of a course and a scheduled review will obtain appropriate curricular approval and review by ODEE to make sure course activities and delivery are still aligned with course objectives</li> </ul>
<p>Provide at least one required student participation activity each week in a course</p> <ul style="list-style-type: none"> <li>Course designers will implement activities each week of a course to verify enrollment. This is beyond a simple login to a course space, but constitutes a discussion posting, quiz attempt, artifact submission, etc.</li> </ul>
<p>Identify student technology support for tools only used by <b>MA in Art Education</b></p>
<p>Complete course production to later than 30 days prior to the start of the semester in which the course is being offered.</p> <ul style="list-style-type: none"> <li>No major changes will be made after this date</li> </ul>
<p>Provide replacement instructor(s) in a timely manner should an instructor separate from the university during the course development process or terminate and postpone course development until a replacement instructor can be identified.</p>
<p><b>ODEE entering into this agreement will:</b></p>
<p>Administer state authorization program</p> <ul style="list-style-type: none"> <li>Necessary to ensure program meets federal student financial aid guidelines</li> <li>Communicate with the colleges the status of approved state authorizations</li> </ul>
<p>Collaborate with the college on the technical solutions for effective course delivery:</p> <ul style="list-style-type: none"> <li>Online-specific syllabus requirements (ODS statement, COAM statement, etc.)</li> <li>OSU identity guidelines</li> <li>Course templates providing students with effective navigation and online course expectations, etc.</li> <li>Placing course content materials into mutually agreed upon formats and technologies for distance delivery</li> <li>Apply the Quality Matters course design rubric</li> </ul>
<p>Focus on outcome-based learning and incorporate assessment into courses</p>
<p>Provide instructional designer production time</p>
<p>Conduct stakeholder kickoff meeting after CAA approval</p>



<p>Provide distance education training for faculty/instructors/students</p> <ul style="list-style-type: none"> <li>• General Carmen support, help, workshops are currently available</li> <li>• Additional DE-specific resources not currently available, to be created</li> </ul>
<p>Collaborate with the college to review and update courses every three to five years or when substantial change in course technology and/or course objectives will result in an interim review to ensure the technologies and formats remain appropriate for the course content to achieve stated objectives.</p> <ul style="list-style-type: none"> <li>• Major changes/revisions (25% or more ) by an individual instructor between the initial launch of a course and a scheduled review will be reviewed by ODEE to make sure course activities and delivery are still aligned</li> </ul>
<p>Collaborate with course instructors to provide at least one required student participation activity each week in a course</p> <ul style="list-style-type: none"> <li>• Course designers will implement activities each week of a course to verify enrollment. This is beyond a simple login to a course space, but constitutes a discussion posting, quiz attempt, artifact submission, etc.</li> </ul>
<p>Provide distance education faculty and students access to:</p> <ul style="list-style-type: none"> <li>• An OCIO managed 24/7 Tier 1 help desk for ODEE/OCIO provided tools/services</li> </ul>
<p>Provide OSU online program advertising</p> <ul style="list-style-type: none"> <li>• Produced program specific introductory video</li> <li>• Consult with college marketing on strategies for program specific advertising</li> <li>• Program included in general OSU online marketing strategy</li> <li>• Marketing will only be conducted in states in which the program has been authorized</li> </ul>
<p>Complete course production to later than 30 days prior to the start of the semester in which the course is being offered.</p> <ul style="list-style-type: none"> <li>• No major changes will take place after this date</li> </ul>
<p>Collaborate with program directors to revise the course development process should an instructor separate from the university during that time. Options include continue work on course through the end of the 14 week development process with a replacement instructor or terminate and postpone course development until a replacement instructor can be identified.</p>

**\*Products and services used will be held to each service level of agreement.**

MOU created by:		
MOU approved by:	Mike Hofherr, ODEE: 	Date: 2.9.2015



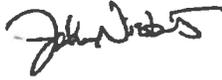
THE OHIO STATE UNIVERSITY

Office of  
**Distance Education  
and eLearning**

	Dean, College: 	Date: 1/8/15
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# PROGRAM REVENUE PROJECTION

<b>Approved by:</b>	<b>College Fiscal Officer:</b>	<b>Date:</b>
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Digitally signed by John Nisbet  
DN: cn=John Nisbet, o=College  
of Arts and Sciences, ou=ASC,  
email=nisbet.1@osu.edu, c=US  
Date: 2015.01.09 09:29:35 -05'00'



**Summary of Online Masters Degree Program in AAEP Proposal**

11/13/2014

	Year Zero	Year One	Year Two	Year Three	Year Four	Year Five
<b>Revenue</b>						
Undergraduate	0	0	0	0	0	0
Graduate	0	0	221,313	485,900	339,289	74,702
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>221,313</b>	<b>485,900</b>	<b>339,289</b>	<b>74,702</b>
<b>Expenses</b>						
Physical Plant	0	0	0	0	0	0
Student Services	0	0	0	0	0	0
Central Tax	0	0	53,115	116,616	81,429	17,928
<b>Total Expenses</b>	<b>0</b>	<b>0</b>	<b>53,115</b>	<b>116,616</b>	<b>81,429</b>	<b>17,928</b>
<b>Total Marginal Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$168,198</b>	<b>\$369,284</b>	<b>\$257,859</b>	<b>\$56,773</b>

College Distance Ed Share	70%	70%	70%	80%	80%	80%
ODEE Distance Ed Share	30%	30%	30%	20%	20%	20%

<b>College Share Marginal Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$117,738</b>	<b>\$295,427</b>	<b>\$206,288</b>	<b>\$45,419</b>
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Faculty Salary & Benefits	0	9,086	18,193	18,214	31,261	31,298
A&P Salary & Benefits	0	13,600	13,930	14,268	14,615	14,971
Staff Salary and Benefits	0	0	0	0	0	0
GA Salary & Benefits	0	0	0	0	0	0
Lecturer Salary & Benefits	5,225	26,168	20,971	21,008	0	0
<b>Total Fee Authorization</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Salary and Benefits Costs</b>	<b>\$5,225</b>	<b>\$48,854</b>	<b>\$53,093</b>	<b>\$53,490</b>	<b>\$45,876</b>	<b>\$46,269</b>

Other Costs	0	3,000	6,000	9,000	9,000	9,000
Technology Fees	0	0	0	0	0	0
PBA Available	0	0	0	0	0	0
<b>Funding Difference</b>	<b>(\$5,225)</b>	<b>(\$51,854)</b>	<b>\$58,645</b>	<b>\$232,937</b>	<b>\$151,411</b>	<b>(\$9,850)</b>

**Assumptions:**

- All Students Enrolled in On-Line Designated Program
- No Student Service Assessments
- College and ODEE Distance Ed Revenue Sharing is Proposed
- Subsidy and Fee Rate Increase at 0%
- AMCP Increase Estimated at 2%
- Benefit Increase Based on Historical Averages
- No New POM Space

**From:** [Herness, Scott](#)  
**To:** [Herness, Scott](#)  
**Subject:** FW: Online Delivery of MA in Arts Administration  
**Date:** Thursday, October 15, 2015 2:51:59 PM  
**Attachments:** [image001.png](#)

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Karen and Deborah:

The proposal from the Department of Arts Administration, Education, and Policy, to establish online delivery of the Master of Arts in Art Education degree program, was approved by the Council on Academic Affairs at its meeting on October 7, 2015. The Chair of the Council, Professor Blaine Lilly, and I as Vice Chair, presented the proposal on your behalf. Thank you for attending the meeting and responding to questions/comments.

No additional level of internal review/approval is necessary. This action will be included in the Council's next Annual Activities Report to the University Senate (June 2016).

Professor Scott Herness, Interim Dean, Graduate School, now will work with you on the approval process with the Ohio Department of Higher Education. The program cannot be offered until such approval is secured.

Please keep a copy of this message for your file on the proposal and I will do the same for the file in the Office of Academic Affairs.

If you have any questions, please contact Professor Lilly (.2) or me.

Randy



**W. Randy Smith, Ph.D.**

Vice Provost for Academic Programs

Office of Academic Affairs

203 Bricker Hall, 190 North Oval Mall, Columbus, OH 43210

614-292-5881 Office

[smith.70@osu.edu](mailto:smith.70@osu.edu)

## Herness, M S. (Scott)

---

**From:** Hutzel, Karen E.  
**Sent:** Friday, May 15, 2015 12:27 PM  
**To:** Herness, M S. (Scott)  
**Cc:** Toft, Jill A.  
**Subject:** Re: MA in Art Education online format  
**Attachments:** image001.gif; image002.png

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Scott,

The study abroad option for the Online MA in Art Education Degree program is an elective option for students in the program. We currently offer 3 study abroad courses for our on-campus students, and online students can choose to participate in these existing options, which will count as elective hours for the MA program. We will offer them as distance enhanced courses with 75% online teaching components and 25% on site in the study abroad country.

I hope this clarifies the Committee's question. We are eager to begin marketing the program and realize RAGS only meets every two months. Is it possible to be on the May 29 agenda? That would allow us to move forward as planned with summer marketing.

Thank you!  
Karen



**Karen Hutzel, PhD** Associate Professor, Graduate Studies Chair, Director of Online MA in Art Education  
Department of Arts Administration, Education & Policy

Fulbright Specialist and Adjunct Online Faculty, **Edna Manley College of the Visual and Performing Arts**, Kingston, Jamaica  
Senior Co-Editor, *Journal of Cultural Research in Art Education*  
World Councilor, *International Society for Education through Art*

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[arted.osu.edu/people/hutzel](http://arted.osu.edu/people/hutzel)

*Co-Author of [Transforming City Schools through Art: Approaches to Meaningful K-12 Learning](#) (Teachers College Press, 2012)*

**From:** <Herness>, "M S. (Scott)" <[herness.1@osu.edu](mailto:herness.1@osu.edu)>  
**Date:** Friday, April 3, 2015 12:12 PM  
**To:** Reviewer Hutzel <[hutzel.4@osu.edu](mailto:hutzel.4@osu.edu)>  
**Cc:** "Toft, Jill A." <[toft.20@osu.edu](mailto:toft.20@osu.edu)>, "Herness, M S. (Scott)" <[herness.1@osu.edu](mailto:herness.1@osu.edu)>  
**Subject:** MA in Art Education online format



April 3, 2015

Dr. Karen Hutzel, Graduate Studies Chair  
Department of Arts Administration, Education and Policy

## **MA Art Education: Online Delivery**

Karen,

The Graduate School Curriculum Committee (GSCC) met on March 26<sup>th</sup> and, among its agenda items, considered the proposal to deliver the Arts Education specialization of the Master of Arts in Arts Education program in an online format. The online program is scheduled for delivery beginning Summer 2016. There is no significant change to content, curriculum, or credits other than the mode of delivery. The Office of Distance Education and eLearning has reviewed and approved the change of delivery. The proposal was approved by the GSCC. However, the GSCC noted the following:

- The reference to "study abroad" seemed ambiguous. Will online students do an actual study abroad experience? Would this include a prep course or pre-departure course, and a capstone, and are these online or in-person? Some clarification regarding the study abroad component is sought.

I will submit the proposal to the Graduate Council for their review followed by Committee on Academic Affairs. Following CAA approval, I will submit the change of delivery request to the Ohio Board of Regents for final approval. As always, I am available for any questions or clarifications.

Many thanks,

Scott Herness  
Associate Dean  
The Graduate School