



October 24, 2005

Rodney Lowman
Interim Provost and Vice President for Academic Affairs
Alliant International University
10455 Pomerado
San Diego, CA 92131-1799

Dear Rodney:

I am writing to follow up on my email of October 19, 2005 indicating that the proposed Alliant bachelor's degree completion program in collaboration with Ohlone College is approved. The Substantive Change Panel appreciated the opportunity to discuss the proposal with you and President Cox as well as Linda Swanson, Associate Provost for Undergraduate Education; Ali Abu-Rahma, Associate Dean, Business and Management Division, California School of Business and Organizational Studies; Jay Finkelman, Interim Dean, California School of Business and Organizational Studies; Eric Gravenberg, Vice President for Undergraduate Education; Trudy Day, Assistant Dean, Graduate School of Education; Jennifer Conroy, Budget Analyst; Tobeylynn Birch, University Librarian; Jacyn Lewis, Special Assistant to the President and University Ombudsperson; Patty Mullen, Associate Provost, Institutional Research. All of your comments were useful to the Panel.

The Panel found the Proposal to be very well developed and a significant improvement from the earlier proposal. In some sections, the material presented was exemplary in identifying the depth of arrangements made. Particularly noteworthy was the strong collaboration with Ohlone College throughout the process and the agreement to share data to develop an even stronger articulation process as these programs develop.

The Committee's approval extends to the proposed Bachelor of Arts degree completion programs in Business Administration and International Business, in the format presented. In addition, the University is able to offer other degree completion programs at this site, provided they continue to use a similar format for delivery, without prior approval of the Substantive Change Committee. If new programs are developed that deliver 50% or more of the curriculum via the Internet or technology, such as interactive video, prior approval through the

985 Atlantic Avenue, Suite 100
Alameda, CA 94501
PHONE: 510.748.9001
FAX: 510.748.9797
E-MAIL: wascst@wascsenior.org
INTERNET: www.wascweb.org

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substantive change process would be required. Finally, because of the newness of these programs for the University, any new community college locations for such degree completion programs would need to be reviewed by the Substantive Change Committee, even if they are within 25 miles of an existing campus.

The Panel also made a number of suggestions where further improvement should be made as the program develops. They include the following:


1. Further development of the internship courses, including a clearer statement of outcomes, process, supervision, evaluation and assessment linked to program goals and objectives.
2. Clarification of whether the internship or the strategic management course, or both, are to serve as capstone elements of the programs. However this is worked out, there is a need to develop an assessment process for the capstone experience(s).
3. Clearer identification of how the reserves will be used to support the risk factors involved with starting new programs, so that the cumulative risk of launching several new programs does not put at risk a disproportionate amount of the newly created reserves of the University.
4. Appendix F states that the Board has called for the development of quantitative and qualitative benchmarks for new programs and their impact on the institution. The Panel concurs. The Panel is concerned that there still remains considerable financial exposure for the University as it ventures into several new program offerings.
5. Inclusion in the developing plan for institutional and program assessment the review of student work to make sure that program and general education outcomes are being achieved at the level of expectation set by the faculty.

The Panel requested that the University respond to how these issues are being addressed in its Special Visit Report.

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Congratulations on the good work done by all in developing the program and in drafting the revised Proposal. Good luck in launching the new programs.

Sincerely,

A handwritten signature in black ink, appearing to read "Ralph". The signature is written in a cursive style with a large initial "R".

Ralph A. Wolff
Executive Director

Cc: Geoffrey M. Cox, President
Lisa Beardsley, Member of the Substantive Change Committee Panel
Jim Bryan, Member of the Substantive Change Committee Panel
Les Kong, Member of the Substantive Change Committee Panel