



**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.

UNIVERSITY:	NSU
DEGREE(S) AND PROGRAM:	AS – Business Administration
NEW SITE(S): <i>Include address of new physical locations. Delivery methods are defined in AAC Guideline 5.5.</i>	Huron Community Campus Huron, SD
INTENDED DATE OF IMPLEMENTATION:	Fall 2020
CIP CODE:	
UNIVERSITY DEPARTMENT:	Management and Marketing
BANNER DEPARTMENT CODE:	NMAM
UNIVERSITY DIVISION:	School of Business
BANNER DIVISION CODE:	5B

Please check this box to confirm that:

- The individual preparing this request has read [AAC Guideline 2:11](#), 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.

Michael Weros

President (or Designee) of the University

5/6/2020

Date

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?

The City of Huron, Huron Workforce Development, and the Huron Community Campus Board/Foundation have expressed a need and demand for the delivery of a face-to-face Associate

of Science Business Administration degree for citizens of Huron and the surrounding area. Northern has partnered with Huron Community Campus since fall 2012 to deliver undergraduate and graduate programs. Portions of the Huron region’s population are unable to pursue higher education opportunities at Board of Regents’ Institutions due to commuting distance, family commitments, refugee status, or other life commitments.

- 2. 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.

- 3. 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).**

Students enrolling in this program would be new to the university.

	Fiscal Years*			
	1 st	2 nd	3 rd	4 th
<i>Estimates</i>	FY 21	FY 22	FY 23	FY 24
Students new to the university	10	15	15	20
Students from other university programs	0	0	0	0
=Total students in the program at the site	10	25	30	35
Program credit hours (major courses)**	300	750	900	1050
Graduates	0	10	15	15

*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.

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

There should be no direct impact on other programs in the Regental system, as all students in the program should be new, degree seeking students. Longer term, one possible impact may be increased enrollments in BA/BS programs as these students complete their AS degrees.

5. 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.

AS – Business Administration	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 (A)	24 (21)	33	0	33	0
<i>Subtotal, Degree Requirements</i>	24 (21)	33	0	33	0
Required Support Courses					
Major Requirements (A)	23	3	0	39	0
Major Electives or Minor	15	0	0	0	0
<i>Subtotal, Requirements of the Proposed Major</i>	38	3	0	54	0
Free Electives	1	1	0	1	0
<i>Total, Degree with Proposed Major</i>	60	37	0	73	0

*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.

(A) Students are required to take ECON 201 as a major requirement. This course also fulfills the GE Goal #3 – Social Sciences requirement.

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

- a. Admissions Counseling – Northern Admission staff routinely travel to HCC to provide admission counseling, registrations, and orientation.
- b. Academic Advising – students at HCC are assigned to a professional academic advisor. The professional academic advisor routinely travels to HCC each term to provide face-to-face advising. Additionally, the professional academic advisor is available via email, phone, and live Zoom sessions.
- c. Tutoring – Students have access to campus tutoring services in addition to Smarthinking-live online tutoring 24/7. Huron Community Campus also provides tutoring services as needed.
- d. Library – Students have electronic access to NSU Library services including Inter-Library Loan.

7. 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).

The AS-Business Administration degree is accredited by ACBSP. All on-site faculty in Huron must meet acceptable standards as qualified faculty under both BOR and ACBSP standards. There should be no additional costs assumed by NSU to offer the program at the Huron Community Campus.

- 8. Does the university request any exceptions to Board policy for delivery at the new site(s)? Explain requests for exceptions to Board policy.**

No.

- 9. 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.**

Northern State University, AS in Business Administration

1. Assumptions

Headcount & hours from proposal
 Fall headcount (see table in proposal)
 Program FY cr hrs, On-Campus
 Program FY cr hrs, Off-Campus

	1st FY20	2nd FY21	3rd FY22	4th FY23
Fall headcount (see table in proposal)	10	25	30	35
Program FY cr hrs, On-Campus	0	0	0	0
Program FY cr hrs, Off-Campus	300	750	900	1,050

Faculty, Regular FTE
 Faculty Salary & Benefits, average

See p. 3
 See p. 3

Faculty, Regular FTE	0.25	0.25	0.25	0.25
Faculty Salary & Benefits, average	\$100,091	\$100,091	\$100,091	\$100,091

Faculty, Adjunct - number of courses
 Faculty, Adjunct - per course

See p. 3
 See p. 3

Faculty, Adjunct - number of courses	3	3	3	3
Faculty, Adjunct - per course	\$3,231	\$3,231	\$3,231	\$3,231

Other FTE (see next page)
 Other Salary & Benefits, average

See p. 3
 See p. 3

Other FTE (see next page)	0.00	0.00	0.00	0.00
Other Salary & Benefits, average	\$10,071	\$10,071	\$10,071	\$10,071

2. Budget

Salary & Benefits

Faculty, Regular
 Faculty, Adjunct (rate x number of courses)
 Other FTE

S&B Subtotal

Faculty, Regular	\$25,023	\$25,023	\$25,023	\$25,023
Faculty, Adjunct (rate x number of courses)	\$9,693	\$9,693	\$9,693	\$9,693
Other FTE	\$0	\$0	\$0	\$0
S&B Subtotal	\$34,716	\$34,716	\$34,716	\$34,716

Operating Expenses

Travel
 Contractual Services
 Supplies & materials
 Capital equipment

OE Subtotal
Total

Travel	\$3,000	\$3,000	\$3,000	\$3,000
Contractual Services	\$0	\$0	\$0	\$0
Supplies & materials	\$0	\$0	\$0	\$0
Capital equipment	\$0	\$0	\$0	\$0
OE Subtotal	\$3,000	\$3,000	\$3,000	\$3,000
Total	\$37,716	\$37,716	\$37,716	\$37,716

3. Program Resources

Off-campus support tuition/hr, HEFF net

UG	\$310.86	\$310.86	\$310.86	\$310.86
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Off-campus tuition revenue	hrs x amt	\$93,257	\$233,142	\$279,771	\$326,399
On-campus support tuition/hr, HEFF net	GR	\$412.23	\$412.23	\$412.23	\$412.23
On-campus tuition revenue	hrs x amt	\$0	\$0	\$0	\$0
Program fee, per cr hr (if any)	\$0.00	\$0	\$0	\$0	\$0
Delivery fee, per cr hr (if any)	\$0.00	\$0	\$0	\$0	\$0
University redirections		\$0	\$0	\$0	\$0
Community/Employers		\$0	\$0	\$0	\$0
Grants/Donations/Other		\$0	\$0	\$0	\$0
Total Resources		\$93,257	\$233,142	\$279,771	\$326,399
Resources Over (Under) Budget		\$55,541	\$195,426	\$242,055	\$288,683

Provide a summary of the program costs and resources in the new program proposal.

Estimated Salary & Benefits per FTE		Faculty	Other
Estimated salary (average) - explain below		\$78,751	\$0
University's variable benefits rate	(see below)	0.1431	0.1431
Variable benefits		\$11,269	\$0
Health insurance/FTE, FY18		\$10,071	\$10,071
<i>Average S&B</i>		\$100,091	\$10,071

Explain faculty used to develop the average salary & fiscal year salaries used.
Enter amount above.

The average FY20 salary of the 13 people in the department was \$78,751.00.

Explain adjunct faculty costs used in table:

5 courses per year to be taught by adjuncts at \$3,231.00 per course.

Explain other [for example, CSA or exempt] salary & benefits. Enter amount above.

Existing staff for the NSU Office of Online & Continuing Education will provide administrative support for the program.

Summarize the operating expenses shown in the table:

The AS-Business Administration degree will generate positive net revenue each year to support program delivery.

Summarize resources available to support the new program (redirection, donations, grants, etc).

The AS-Business Administration degree delivery at Huron Community Campus is a self-support program. The program will generate the necessary revenue to support delivery.

State-support: Change cell on page 1 to use the UG or GR net amount.

Off-Campus Tuition, HEFF & Net	FY20 Rate	HEFF	Net	
Undergraduate	\$351.25	\$40.39	\$310.86	<i>Change cell on page 1 to point to your net</i>
Graduate	\$465.80	\$53.57	\$412.23	
Externally Supported	\$40.00			

State-support: Change cell on page 1 to use the UG or GR net amount for your university.

On-Campus Tuition, HEFF & Net	FY19 Rate	HEFF	Net	
UG Resident - DSU, NSU	\$243.30	\$27.98	\$215.32	<i>Change cell on page 1</i>
UG Resident - SDSU, USD	\$248.35	\$28.56	\$219.79	

UG Resident - BHSU	\$254.20	\$29.23	\$224.97	<i>to point to your net</i>
UG Resident - SDSMT	\$249.70	\$28.72	\$220.98	
GR Resident - DSU,NSU	\$319.40	\$36.73	\$282.67	<i>Change cell on page 1</i>
GR Resident - SDSU, USD	\$326.05	\$37.50	\$288.55	
GR Resident - BHSU	\$328.20	\$37.74	\$290.46	<i>to point to your net</i>
GR Resident - SDSMT	\$324.85	\$37.36	\$287.49	
UG Nonresident - DSU,NSU	\$342.40	\$39.38	\$303.02	<i>Change cell on page 1</i>
UG Nonresident - BHSU	\$355.70	\$40.91	\$314.79	<i>to point to your net</i>
UG Nonresident - SDSU, USD	\$360.50	\$41.46	\$319.04	
UG Nonresident - SDSMT	\$391.10	\$44.98	\$346.12	
x GR Nonresident - DSU,NSU	\$596.30	\$68.57	\$527.73	<i>Change cell on page 1</i>
x GR Nonresident - BHSU	\$612.40	\$70.43	\$541.97	<i>to point to your net</i>
x GR Nonresident - SDSU, USD	\$626.85	\$72.09	\$554.76	
x GR Nonresident - SDSMT	\$652.00	\$74.98	\$577.02	
UG Sioux Falls Associate Degree	\$275.40	\$31.67	\$243.73	<i>Change cell on page 1 to point to your net</i>

Variable Benefits Rates

University	FY19	
BHSU	14.64%	<i>Change the benefits rate cell in the table on page 2 to point to the rate for your university.</i>
DSU	14.36%	
NSU	14.31%	
SDSM&T	14.20%	
SDSU	14.38%	
USD	14.34%	

Rates updated February 2019 (JP)