

Written Questions and Answers

College of Law Degree Program Design Consulting
RFP UK-2384-24
Closing Date: 11/7/23
Today's Date: 10/31/23

No.	Question	Answer
1	Is a physical submission required? Or, can you accept an electronic version?	See Section 3.6 Proposal Submission and Deadline of the RFP.
2	Is there a specific form you would like to see the pricing put into? Is it OK to include that pricing in the response?	See sections 8.0 through 8.2 of the RFP
3	What level of enrollments would you hope to achieve in this new program? Is there a certain number of enrollments you need to justify the program?	We would like to have an enrollment which will produce break-even or net revenue results within two to three years. This would include 60% of tuition as revenue and all direct costs borne by the RCOL. We seek the consultant's input and recommendations on enrollment planning. Much will depend on the modality of delivery we choose, and after that, on the enrollment and tuition we will need to sustain the program. It will depend further on the enrollment numbers we might be able to sustain with our available faculty resources, IT support, computing resources, and building capacity.
4	Who do you envision as the ideal consumer of this new degree?	The consultant's work will likely tell us that. From prior research, we believe the typical law master's or certificate student is a mid-level career management or compliance professional or administrator seeking more knowledge to improve job skills and performance or to achieve a job promotion or lateral job move.

5	<p>In section 7.1B you mention looking for support to identify a director for the program. Is that a position you are looking to have your chosen partner hire for? Or, is it just a recommendation on the type of faculty member best suited to oversee the program? Any further detail you can provide on this request would be helpful. Same question for the request related to auxiliary positions and faculty members.</p>	<p>The consultant should be able to tell us what are common or ordinary arrangements in peer programs and identify existing directors. The RCOL will handle any job postings and the hiring of a director or other new staff. The consultant should be able to tell us, similarly, what are usual practices (other than compensation) for adjunct faculty recruitment. The RCOL will handle hiring.</p>
6	<p>Can you further elaborate on what you would be looking for in regards the request for 'Administration of examinations as needed (not including proctoring)'.</p>	<p>The University of Kentucky uses Canvas as its LMS. The RCOL uses ExamSoft for its exams as well. The consultant, if providing ongoing IT support, should be familiar with both Canvas and ExamSoft to assist the RCOL IT staff and the faculty administering the exam when there are problems or special needs such as accommodations.</p>
7	<p>Can you describe further what job placement services you are looking for? Does the university provide this support to graduates at all?</p>	<p>The RCOL provides job counseling and provides access to placement opportunities for JD students through its Career Development Office. UK provides general career assistance to master's degree students through the Stuckert Career Center, see https://www.uky.edu/careercenter/Graduate-Students . See answer to question 4 above – if the consultant confirms that students in our program will already be employed (primarily), then this focus may be somewhat limited. It is also important to the RCOL that these students are not competing for the same employment opportunities as our JD graduates.</p>
8	<p>Is RCOL currently approved to offer master's Degrees on ground or Online by SACSCOC?</p>	<p>UK is approved for both versions of a master's degree. University officials we contacted did not believe an RCOL master's program would constitute a substantive change from what is authorized.</p>
9	<p>Have any of the programs listed in 7.1 been submitted as substantive changes to SACSCOC? If so, what delivery modalities were submitted within the substantive change form.</p>	<p>No.</p>

10	Is the university of RCOL currently approved as an NCSARA participating institution?	Yes.
11	What are the major areas of concern that you would like analyzed in the viability of an in-person or blended program as discussed in Section 7.1A?	Until recently, we have only considered a fully online asynchronous program. The possibility of having an in-person program or synchronous online program, or variations in these themes, is new to us. Therefore, we would like the consultant to help us identify the strengths and the typical areas of concern that would affect the viability of an in-person or blended program from the perspective of finances; recruitment, enrollment, and retention; advertising; faculty and administrative impacts and concerns; and any other relevant considerations.
12	Please define the preferred delivery structure of a blended program (i.e., hy-flex, low residency, summer intensive, etc.)	As noted above, we previously have not considered an in-person or hybrid program, so we are interested in hearing the pros and cons of all of these options—(i.e., hy-flex, low residency, summer intensive, etc.).
13	Are there any metrics you would like included in our analysis of demand for programs and best fit for your school?	We are not experienced in the process of determining ahead of time what metrics we would need or should consider in making our decision. We will rely on the expertise of the consultant to advise on the metrics that have shown the best results for successful programs at comparable universities and law schools and further advise us on how these metrics would or should apply to our own situation.
14	Are there current strategies the school is using related to overall student success that could impact our analysis of the potential programs and modalities you suggested? Have any of the current strategies been helpful or successful?	We are in the process of rebooting our academic support and student success program at the law school, and our experience has only related to an in-person academic setting. So, we would be interested in being consulted on practices and strategies for academic support and student success in an online, blended, or hybrid program.
15	Can you list all of the standards, accreditations, and programmatic accreditations for each program that we should consider?	At this time, we contemplate a program that leads to a master's degree, one or more Compliance Certification Board (CCB) approved certification programs, and one or more certificates. All of the above programs would require law school level approval, university level approval, ABA level approval, and SACSCOC approval. The CCB programs would need accreditation from the CCB.

16	Would you need any support in applying for accreditation approval for any of the new programs or certificates?	In general, yes, we expect the consultant to support the accreditation approvals we will need whether it be by gathering data and other supporting materials as needed, and advising on the process, especially with Compliance Certification Board (CCB) approval and SACSOC approval.
17	Can you describe the number of courses, number of credits for each course, and course structures that you plan to utilize for the new programs and for the certificate programs?	The number and composition of the courses and credits for the courses is one of the topics as to which we seek the consultant's guidance. For example, we seek input on what topics or subjects and how many credits should be split between the core program and any electives. In general, our University requires 30 credit hours for a master's degree, so we have moved forward with that number in mind. The Compliance Certification Board (CCB) apparently allows qualification for sitting for the certification exam in a 15- or 16-hour program. Subject area certificates may be more flexible than that and can be as few as 6 credits. We would seek the consultant's input on determining the right number for these alternatives.
18	Can you describe the current demographic of students to your law school? Would you like to see this demographic expanded with the new programs or certificate program?	The law school currently offers in-person only education, and it has a demographic that is slightly weighted to the State of Kentucky but enjoys enrollment from many other states, especially states in our region. The law school is making progress to achieve many of our diversity, equity, and inclusion goals. The University being a Land Grant institution always seeks to maximize its service and outreach to citizens of the Commonwealth. But if the modalities chosen for the new degree and certificate programs are online only, we anticipate seeking a wider target audience for these programs. We will expect the consultant to be prepared to advise us on methods to serve the goals appropriate for each of the modalities of delivery we might choose.

19	Are there any geographical considerations we should analyze when making our recommendations for programs as well as program modality?	In general, no, but much will depend on the modality of delivery we choose, and after that, on the enrollment we will need to sustain the program.
20	Is it possible to utilize your 35 full-time faculty to teach the new programs or certificate courses?	Our law school has 24 full-time faculty and a small number (2-3) of active emeritus faculty, but we anticipate that fewer than 10 faculty members will participate directly in the contemplated masters degree or compliance certification and certificate programs.
21	Do you have enrollment goals for future years that we should consider?	We would like to have an enrollment which will produce break-even or net revenue results within two to three years. This would include 60% of tuition as revenue and all direct costs borne by the RCOL. We seek the consultant's input and recommendations on enrollment planning. Much will depend on the modality of delivery we choose, and after that, on the enrollment and tuition we will need to sustain the program. It will depend further on the enrollment numbers we might be able to sustain with our available faculty resources, IT support, computing resources, and building capacity.
22	Canvas is mentioned in Section 7.1. Is Canvas the LMS that would be used for any online course components? How do you currently utilize Canvas?	Yes, we anticipate that Canvas will continue to be used as the University's and Law School's LMS. Currently, most professors use Canvas to deliver course materials, receive assignment submissions, do online grading (e.g., Speedgrader), and keep the course gradebook. Some faculty integrate Zoom broadcasts, recordings, and discussion boards into their Canvas pages.

23	Can you describe the administration of examinations services you would need in more detail?	We seek consulting on the nature and extent of exam administration services we might need with an online, blended, or hybrid program. Our faculty have administered in person and take-home exams using ExamSoft and Canvas. Some faculty have used Blackboard or TWEN (The West Education Network) for exams.
24	Can you describe the assistance for faculty in preparing and uploading content in more detail?	As far as we know, none of our faculty have developed, written, recorded, and delivered an entire online course such the ones we are now contemplating for an online program. We all stumbled and scraped through course delivery in the COVID lockdowns, but to our knowledge, none of the faculty have retained a Zoom-first, remote and online delivery system since the shutdowns ended. We should also be prepared to offer the same type of assistance to any adjunct faculty hired for the program. Therefore, the consultant should propose various forms of assistance for designing, developing, writing, recording, and delivering online courses, the pricing of the same, and the duration—i.e., just at startup or as an ongoing service.
25	Can you describe the job placement services you would want in more detail including the duration of the services?	We may or may not require ongoing assistance with job placement. The consultant should propose various levels of support, the duration of the support, and pricing for the different levels and duration.
26	Will you need any support in developing the curriculum and content for the new programs or certificates?	As described above, we seek assistance in designing, developing, writing, recording, and delivering online courses. We do not anticipate requiring assistance in creating the course subject matter content other than, perhaps, assistance in recruiting adjunct faculty for course content development.

27	Have you developed learning outcomes for any of the programs or certificate programs?	No, but naturally, we will need a comprehensive and complete set of learning outcomes when seeking approval at the Law School, University, and SACSCOC levels. We don't anticipate requiring the assistance of the consultant in this task, but advice and information would be welcomed.
28	If desired, can you describe the curriculum deliverables the school would want for each of the three modalities listed (on-ground, online, and hybrid) or is this something that we should provide a recommendation on?	The options for "curriculum deliverables" are something the consultant should discuss and recommend to us.
29	If desired, can you quantify any multimedia (audio or video recordings) that would be required in this project or is this something we should provide a recommendation on?	The options for different modalities of curriculum delivery are something the consultant should discuss and recommend to us.