

MINOT STATE UNIVERSITY REVIEW OF COMPRESSED FORMAT COURSES

Compressed format courses are any course that meets for less than 16 weeks, even summer courses. The only exceptions are those courses only offered in a compressed format.

Syllabi of all compressed format courses must be reviewed and approved by 1) the department/division chair and 2) the Academic Assessment Committee before the course is offered.

Process for Review of Compressed Format Courses

Step 1) The department/division chair must get the syllabi for the 16-week course and for the compressed format course of the same name.

Step 2) The department/division chair reviews the courses for the following four areas and makes note of any issues.

- 1) Contact hours: Does the compressed format course have the required contact hours? Note: Each credit hour = 16 contact hours or 13.33 clock hours, not counting breaks. Thus, in a 16-week course, a 3-credit course has 48 contact hours or 40 clock hours not counting breaks (48 sessions x 50 min/session = 2400 min = 40 hours).
- 2) Student learning outcomes: Does the compressed format course have the same student learning outcomes as the full length course?
- 3) Schedule of major topics: Does the compressed format course have a comparable schedule of major topics?
- 4) Assessment of student learning outcomes: Does the compressed format course have comparable assessments of student learning outcomes?

Step 3) The department/division chair documents his/her review [here](#) and uploads the full length and compressed format syllabi into Sharepoint at the [link](#) provided in the review form. Thus, the syllabi must be available in digital format.

Step 4) After the chair submits her/his review, the Academic Assessment Committee reviews the syllabi for final approval or to indicate needed changes. If changes are required, feedback is sent to the chair and the instructor. Again, the revised compressed format syllabus must be uploaded to the [Sharepoint site](#) and the required changes must be verified by a member of the Academic Assessment Committee. The compressed format syllabus must be approved before the instructor teaches the course.

Deadlines to submit compressed format syllabi:

- Fall semester course syllabi:
 - Faculty to department/division chairs – July 8
 - Chairs to Academic Assessment Committee – July 15
- Spring semester course syllabi:
 - Faculty to department/division chairs – November 24
 - Chairs to Academic Assessment Committee – December 1
- Second eight-week course syllabi:
 - Faculty to department/division chairs – September 8 and January 25
 - Chairs to Academic Assessment Committee – September 15 and February 1
- Summer semester including Maymester course syllabi:
 - Faculty to department/division chairs – April 8
 - Chairs to Academic Assessment Committee – April 15