TO: Faculty Senate

FROM: Academic Policies Committee
Members: Linda Cresap (chair), Joe Collette, Laurie Geller, Brady Halvorson (SGA), Erin Holt, Teasha Jackson, Joseph Jastrzembski, Jacek Mrozik, Rebecca Ringham, and Jessica Smestad.

DATE: January 14, 2020

SUBJECT: Recommended "Course Comparability Review for All Modalities and Locations" form

The Academic Policies Committee recommends Faculty Senate adopt the Course Comparability Review for All Modalities and Locations form. The form will be processed using Microsoft Forms.

The Committee also recommends the form be piloted on Spring Assessment day using the following process:

Faculty will meet in their divisions or departments on Spring Assessment Day and review all courses delivered in more than one modality and/or location. Using the electronic version of the Course Comparability for All Modalities and Locates form, faculty will complete one form for each course. Faculty will compare the baseline course to all modes and locations, using the most recent previous version of the baseline course syllabus for comparison. Areas for review are Meeting Length (as required by Synchronous Lecture Class Meeting Length policy), Major Topics, and Activities and Assignments. Please review the form attached to this document.

The Director of Assessment will manage the process once the forms are submitted. The Director will open the compiled data from the submitted forms in Excel, sort and format the data, and forward the spreadsheet to chairs for review. The Director will also maintain access to the spreadsheets and monitor progress on action plans.

Chairs will review the spreadsheet, checking each course for Action Plans in one or more of the areas reviewed. A Chair may either approve of an Action Plan or consult with faculty for clarification or changes. Once ready to approve an Action Plan, the Chair will sign and date next to the Plan in the spreadsheet.

Chairs will track completion of action plans and verify their completion by signing and dating next to each completed Action Plan in the spreadsheet, thus closing the loop on the review process.

Course Comparability Review for

All Modalities and Locations

This review should be completed by a team of faculty responsible for teaching the same course in any modality or location. Complete this form only for those courses taught in more than one modality and/or location.

Compare the baseline course to all modes and locations. Use the most recent previous version of the baseline course syllabus for comparison.

1. College

_____ College of Arts and Sciences

_____ College of Business

_____ College of Education and Health Sciences

2. Department or Division

_____ Department of Biology

_____ Department of Criminal Justice

_____ Department of Art, Broadcasting, & Profesial Communication

_____ Division of Lanuages and Cultural Studies

_____ Department of Math & Computer Science

_____ Division of Performing Arts

_____ Division of Science

_____ Division of Social Science

_____ Department of Accounting & Finance

_____ Department of Business Information Technology

_____ Department of Addiction Studies, Psychology, & Social Work

_____ Communcation Disorders

_____ Nursing

_____ Special Education

_____Teacher Education & Kinesiology

_____ Honors Program

_____ Individualized Studies

3. Indicate the course being reviewed (course prefix, number, and title):

4. Indicate all alternative modalities and locations. For face-to-face, off-campus locations, please list the off-campus location in "other."

_____ Dual Credit
_____ Face-to-face, offsite location(s) _____
_____ Hybrid
_____ IVN
_____ Independent Study
_____ Online
_____ Web-Based
_____ Other _____

Meeting Length
Synchronous Lecture Courses

Synchronous lecture classes scheduled beyond 75 minutes will be listed in Campus Connection for the total required meeting time including breaks. For example, a three-credit undergraduate synchronous lecture class meeting once per week for 16 weeks will be listed in Campus Connection for 170 minutes, rather than 150 minutes, per meeting. Similarly, a three-credit undergraduate synchronous lecture class meeting twice per week for 8 weeks will be listed in Campus Connection for 170 minutes, two days per week. Classes scheduled to meet more than 170 minutes at one time will require further review and approval by the Vice President of Academic Affairs prior to being added to the semester schedule.

	Yes	No
5. Meeting Length - If applicable, do the contact hours of the alternative mode or location meet the requirements of the Synchronous Lecture Class Meeting Length policy?		

6. Meeting Length – Explain any deviations from the meeting length policy.

7. Meeting Length – Provide an action plan for how these deviations will be addressed.

8. Meeting Length – Provide a deadline for implementation of the action plan.

9. Meeting Length – Indicate the person responsible for the action plan.

10. Meeting Length Action Plan Approval *Do not complete unless you are the chair. Chairs must initial and date on spreadsheet of responses their approval of the Meeting Length Action Plan.*		
11. Completion of Meeting Length Action Plan – Chair's Verification *Do not complete unless you are the chair. Chairs must initial and date on spreadsheet of responses once the Meeting Length Action Plan is completed.*		
12. Major Topics - Do the courses offered in multiple modes or locations have a comparable schedule of major topics?	Yes	No
13. Major Topics – Explain any differences in the schedules of major topics.		
14. Major Topics - Provide an action plan for how these differences will be addressed.		
15. Major Topics – Provide a deadline for implementation of the action plan.		
16. Major Topics – Indicate the person responsible for the action plan.		
17. Major Topics Action Plan Approval *Do not complete unless you are the chair. Chairs must initial and date on spreadsheet of responses their approval of the Major Topics Action Plan.*		
18. Completion of Major Topics Action Plan – Chair's Verification *Do not complete unless you are the chair. Chairs must initial and date on spreadsheet of responses once the Major Topics Action Plan is completed.*		
19. Activities and Assignments – Do the courses offered in multiple modes or locations have comparable student activities and assignments to evaluate student learning?	Yes	No
20. Activities and Assignments - Explain any differences in activities and assignments.		
21. Activities and Assignments – Provide an action plan for how these differences will be addressed.		
22. Activities and Assignments – Provide a deadline for implementation of the action plan.		
23. Activities and Assignments – Indicate the person responsible for the action plan		

24. Activities and Assignments Action Plan Approval   *Do not complete unless you are the chair. Chairs must initial and date on spreadsheet of responses their approval of the Activities and Assignments Action Plan*
25. Completion of Activities and Assignments Action Plan – Chair's Verification   *Do not complete unless you are the chair. Chairs must initial and date on spreadsheet of responses once the Activities and Assignments Action Plan is completed.*
Participating Faculty Please list the names of all faculty completing this review.
Date of Review