

UNDERGRADUATE STUDIES

MEMORANDUM

October 14, 2017

TO: Undergraduate Curriculum Committee
FROM: Undergraduate Studies Curriculum Committee
SUBJECT: Equivalency of Courses Taught in Shortened or Non-traditional Course Format

At the October 11 Undergraduate Studies Curriculum Committee meeting, faculty developed a process for determining equivalency of credit hour requirements and course learning outcomes for distance and/or shortened courses. Because Undergraduate Studies does not offer degree programs and is not in a college, curriculum is reviewed by a division curriculum committee, using the following process.

1. Undergraduate Studies Curriculum Committee (UGST CC) will review course learning outcomes and requirements for all shortened and non-traditional courses offered by individual departments, including courses taught for zero SCH.
2. The UGST CC will review each course to consider whether A) the student learning outcomes and B) the course contact hours for the course are equivalent to a traditionally offered course.
3. The Undergraduate Studies Curriculum Committee will review the syllabus, the learning outcomes, and, if applicable, the program outcomes, and approves the equivalency request.
4. Minutes of the Undergraduate Studies Curriculum Committee will be maintained to document equivalency.

Equivalency of Student Learning Outcomes

The Undergraduate Studies (UGST) Curriculum Committee will review the student learning outcomes and program outcomes for the courses taught in non-traditional or shortened format. The student learning outcomes for the shortened and non-traditional courses must be the same as similar courses taught in a traditional manner. Members of the UGST Curriculum Committee will consider A) whether the time required for students to complete assigned learning activities and B) whether the expectations for the students are appropriate. Based on this evidence, the UGST Curriculum Committee may or may not conclude that the student learning outcomes for the shortened and non-traditional courses are equivalent to the student learning outcomes for a similar traditional course. Courses that do not show equivalency will not be approved for shortened or non-traditional format until revised to meet the equivalency requirements.

Equivalency of Contact Credit Hours

The UGST Curriculum Committee will consider the total face-to-face contact hours for each course listed taught in shortened or non-traditional format. For shortened, face-to-face course, the UGST Curriculum Committee requires the total face-to-face contact hours for the course to be equivalent to a traditional course.

For the non-traditional courses with face-to-face contact hours less than the required face-to-face contact hours for a traditional courses, the UGST Curriculum committee requires other academic activities which require active faculty engagement with the students that could be considered equivalent to face-to-face contact hours. Based on these activities, as shown on the course syllabus and program description, the UGST Curriculum Committee will determine if contact hour requirements for each courses taught in shortened or non-traditional format are equivalent to a traditional course.