



### XIII. COURSE APPROVAL FOR CAMPUS 5 (AOCE)

#### A. PROPOSAL FORMAT

The proposal for approval of an AOCE course should include:

1. CATALOG DESCRIPTION

List the full catalog description of the course identical to that on the course approval form and MSU Bulletin.

2. JUSTIFICATION FOR AOCE OFFERING

Present detailed reasons for the proposed AOCE course approval. In particular, address the need and benefit for the course to be offered through AOCE. This section should also include the extra value students will receive from the Campus 5 course compared to a face-to-face Campus 1 course.

3. LEARNING OUTCOMES

A detailed list or description of expected Learning Outcomes must be included in the proposal. Learning Outcomes should be the same for both Campus 1 and Campus 5. Learning Outcomes should also be included on the course syllabus.

4. DETAILED COURSE OUTLINE OF CAMPUS 1

Provide a copy of the current Campus 1 course syllabus or detailed course content outline.

5. DETAILED COURSE OUTLINE OF CAMPUS 5

Provide a copy of the proposed Campus 5 course syllabus or detailed course content outline. Address how the course content has been adapted for distance learning. Explain the required period of time to be spent on each major topic in clock-hours.

**NOTE: Courses offered through AOCE must meet the same clock-hour requirements as traditional Campus 1 courses (see II.A.2. for topic outline details).**

6. METHOD OF EVALUATION

A proposed method for evaluating a student's performance, such as exams, projects, reports, homework, etc. should be included. Because AOCE courses can only be offered face-to-face on very limited basis, class participation and attendance CAN NOT be included in the method of evaluation. Means of evaluation should be listed separately and respective weight assigned to each. The weight may be in the form of a percentage of the total, or a numerical value (see II.A.3. for method of evaluation).

7. METHOD OF INSTRUCTION

Indicate the method of instruction (i.e. lecture, laboratory, dissertation).

8. METHOD OF DELIVERY

Provide the method of delivery for the AOCE course (i.e. video tape, web-based, interactive video). For laboratory/studio courses, give detail information on how the subject material is delivered through distance learning.

9. DELIVERY STATEMENT

This section of the course proposal should indicate that the submitted AOCE course will not violate the Provost's policies on Campus 5 offerings.

- Campus 1 students (non-distance education students) should never be enrolled in distance education dissertation research hours (campus 5).
- Campus 1 students should never find that their only option is to take a required course or a core curriculum course through AOCE (campus 5). The only exception could be if the normally offered campus 1 sections are full. However, departments are not allowed to reduce the number of seats/sections of a main campus course in order to offer an AOCE section.
- Distance education courses (campus 5) should never be offered in an on-campus, face-to-face, classroom setting except on weekends or in periods when the regular semesters, including summer, are not in session.
- In general, students pay extra tuition for distance education courses and so they should receive extra value. For example, if a student opts to take a course while sitting in his/her home or residence hall using a laptop, that is extra value. There may be other examples using alternative formats but in all cases these formats must be approved by UCCC.

## B. SPECIAL NOTES

### 1. CROSS-LISTING

A proposal for modifying an already cross-listed course must be submitted to the University Committee on Courses and Curricula accompanied by appropriate proposals from the other discipline(s) involved, or no action will be taken.

### 2. EFFECTIVE DATE

Beginning with the Spring 2008 semester, all courses and degrees (new or existing) must be approved as an AOCE course or degree, as outlined in the UCCC's Guide and Format, to be offered through AOCE. Courses or degrees not approved by the UCCC and Provost will not be listed in the Campus 5 (AOCE) Master Schedule.

### 3. EFFECT ON OTHER COURSES

Please list all the programs and/or courses affected by the AOCE course offering. An AOCE approval proposal of a course that forms a significant part of the requirements (or the specified electives) of another department should be accompanied by a letter from the head(s) of the affected department(s) stating their reactions to the proposed AOCE offering.

### 4. CONTACT PERSON

A contact person and telephone number should be listed for all proposals.

### 5. MASTER SCHEDULE

**Academic units should submit proposals at least four months prior to the deadline for inclusion in the Master Schedule for the effective semester.** Course and Curricula proposals must pass through several time consuming steps to gain final administrative approval. **It is imperative that an academic unit allow sufficient time for the proposal to be reviewed at each level.** The development of proposals should start early in the academic year, and the proposal should be submitted as soon as possible to insure that approval can be acquired prior to the desired date of offering.

**The minimum time to be expected in gaining final approval after the proposal has been submitted at the college level is approximately three months (excluding the summer months).**