

Attachment #2

MEMORANDUM

DATE: September 28, 2006

TO: Faculty Senate

FROM: Rebecca Mowrey, Chair GCPRC;
Janet White, Chair UCPRC

RE: Findings re. the Progression of Approval Processes for DL delivery format courses at MU

- I. Policy pertaining to all undergraduate and graduate DL delivery format courses taught at MU **prior to February 2, 2006**:

approved through Senate – sent to Provost McNairy:

“...courses are approved through procedure set forth (date) – if an already existing course is to be taught in DL then the course only needs to be approved at the department level.”

- II. The July 1, 2003 – June 30, 2007 CBA policy addresses DL delivery of courses:
Article 42, E.
2. New credit bearing courses, which may be offered through distance education, must be approved through the normal course approval procedure at the University.
 3. Existing credit bearing courses, which may be offered through distance education shall be reviewed by the department and University curriculum committee, which shall each provide its recommendation to the President or his / her designee. Each University shall develop, at local meet and discuss, an expedited procedure to complete this review within thirty (30) days.

Although many suggestions and proposals were made to Senate between 1999 and 2006, no official action was taken until Spring 2006.

- III. MU Policy pertaining to all DL delivery format courses taught at MU after February 3, 2006 (date of Local Meet and Discuss agreement re. DL course approval):

February 3, 2006 MU Meet and Discuss Agreement:

New credit bearing courses must be approved through the existing course approval procedure at the University. Method of DL (video conferencing, e-mail, online, blended, etc.) must be clearly stated.

Existing credit bearing courses shall be reviewed by the department and a University curriculum committee (UCPRC/GCPRC), which shall each provide its recommendation to the President or his/her designee. This review should be completed within thirty (30) days of receipt of the course proposal.

- IV. March 21, 2006: Local Meet and Discuss Agreement Shared with Faculty Senate re. the 30 day expedited DL Delivery Format Course Approval Process. APC also shares definition of “blended” DL courses. (March 21, 2006 Faculty Senate Minutes).

- V. University Curriculum Committee Chairs’ Findings:

Fall 2006: Departments offering DL courses through the Spring 2006 Semester, required approval of their Department only. Until February, 2006, University Policy (Governance Manual) only required the approval of the department in order for a course to be offered in the new format. Departments will provide documentation of department approval (department teaching schedules, or department meeting minutes, or course change approval forms) to administration as requested for DL courses taught prior to Summer Session I, 2006.

All courses taught in DL for the first time after February, 2006 (Summer I Semester, 2006) will follow the appropriate course approval process. New courses will complete the full course approval process as outlined in the Curriculum Proposal Process, and existing courses will follow the expedited Meet and Discuss approval process.

Observation Comment:

If course approval policies are changed, there is no known precedent that requires previously offered courses to be re-approved. Academic Administration approves all Department semester schedules prior to submitting them to the Office of the Registrar for printing and posting; therefore, Academic Administration is fully

aware of course offerings and delivery formats for each department, each and every semester of the academic calendar.

Documentation of Related Faculty Senate Discussions / Actions:

Until

Dr. Roller will draft an administrative summary outlining the step-by-step process for approving courses for Distance Learning. The completed document will be shared with Faculty Senate for their review. (?)

Dec. 2, 2003:

“Proposal to Senate from Senator Wismer seeking clarification of DL policy: it should be handled as a minor change and therefore should also seek school curriculum committee approval.

After some discussion, the proposal was sent to the Academic Policies Committee after a Mowrey/Wisner motion to refer it to the Committee passed. After discussion by the Academic Policies Committee, it is anticipated that the policy will be brought back to the Faculty Senate for further discussion and consideration.

Oct 5, 2004

Academic Policies Committee: Course and Program Procedures

Senator Rosenthal acted as the Chair for this discussion.

This proposal proposed course and program approval process for distance learning new courses and programs. A lengthy discussion of these issues took place:

If distance learning is considered a "pedagogical approach", no process for course and program approval beyond the department is needed.

Guidelines are needed for faculty proposing distance learning courses.

CBA has a process already delineated for existing courses being changed to distance learning.

Kerper/Rohena motion was passed to send the proposal to the Academic Policy Committee to review again in light of the new CBA procedures. It was unanimously approved.

De Caria/Bookmiller motion was passed to advise the Academic Policy Committee to develop guidelines for distance learning courses. It was approved with one dissenting vote from Senator Rohena.

July 18, 2005 – revised policy from Academic Policy Committee passes during summer Faculty Senate. Revisions do not appear in any University documents and not distributed to UCPRC. Revisions do not apply to GCPRC and graduate courses. Further complications: The revisions were never attached to Faculty Senate minutes during first or second reading and do not appear in Senate Minute archives; revisions do not appear in APC annual report; revised policy does not appear in Governance Manual. In essence - no policy and never implemented at UCPRC nor by Administration as Department teaching schedules continue to be approved by Administration / Deans.

March 21, 2006 Distance Learning (DL) Course Approval Process Revised:
Revisions were made to the definition of "blended courses." The proposal was approved by Faculty Senate on 3/21/2006 and appears in the minutes.

[Academic Policies]

Senator West previously presented proposed changes to language in the Governance Manual regarding the [Distance Learning Course Approval Process](#). A question was raised regarding how the specified maximum 33% face-to-face time for Blended Courses was established. The concern was that up to 66% of coursework could be shifted to online formats without being addressed as distance learning. It was noted that this value was determined by the MU Online Advisory Group and is not under Senate review. However, the issue at hand is for the Governance Manual to reflect current practice.

Additional discussion was held regarding whether UCPRC/GCPRC is the best format for reviewing these proposals. Senator White commented that UCPRC/GCPRC have been charged with serving this role for one year after which the approach will be reconsidered. She noted that these committees have representation from across the schools and that the burden is on members to be aware of issues of approval across their school. It was also noted that members of these committees generally include at least one with expertise in the area of distance learning. A Igyor/Bookmiller motion to approve the changes to the Distance Learning Approval Process was approved with one dissenting vote.