



The University of Georgia

University Council
Athens, Georgia 30602

March 26, 2007

UNIVERSITY CURRICULUM COMMITTEE – 2006-2007

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Dear Colleagues:

The attached proposals from the Extended Education subcommittee will be agenda items for the April 2, 2007, Full University Curriculum Committee meeting:

Attachment A: Proposal for an E suffix for Extended Education courses

Attachment B: Proposal to modify the individual course syllabus to include additional information for courses that have the E suffix

Attachment C: Proposal to ask for technology information at the time courses are loaded for registration

Currently approved courses can be offered online without additional approval. The addition of the E suffix will allow us to identify and include in reports to the Board of Regents courses that are always offered more than 50% online or through distance education. The individual course syllabus for courses with an E suffix will include additional information relevant to offering a course.

The proposal to include technology information in the process of loading courses for registration will allow the university to report this information to the Board of Regents as required.

Sincerely,

Dr. William K. Vencill, Chair
University Curriculum Committee

cc: Dr. Arnett C. Mace, Jr.
Professor Jere W. Morehead

The University Council: Executive Committee, Committee on Facilities, Committee on Intercollegiate Athletics, Committee on Student Affairs, Curriculum Committee, Educational Affairs Committee, Faculty Admissions Committee, Committee on Statutes, Bylaws and Committees, Faculty Affairs Committee, Faculty Grievance Committee, Strategic Planning Committee, University Libraries Committee

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ATTACHMENT A

Proposal for E-Suffix

CAPA Screen for entering course information

Enter Information on Proposed Course

Prefix:

e.g., CSCI(MATH)(STAT)

Number:

e.g., 2000, 4000/6000

Check Any One (see examples below):

No Lab: CSCI 2000

Non-Credit Lab: CSCI 2000-2000L

Credit Lab: CSCI 2000L

Non-Credit Disc. Group: CSCI 2000-2000D

Multiculture: CSCI 2000M

- No Lab
- Non-Credit Lab (L)
- Credit Lab (L)
- Non-Credit Discussion Group (D)
- Multiculture (M)

Check Here If Honors Course:

e.g., CSCI 2000H

Check Here If Extended Education Course:

e.g., CSCI 2000E

The E suffix will be used for online learning (distance education) courses in which more than 50% is delivered through distance learning, defined by the Board of Regents as instruction delivered through one or more forms of distance technology, and in which the instructor of record and the student(s) are separated by time and/or geographic location such as two-way video conferencing, online asynchronous (example, WebCt), web-based materials and resources, electronic-based discussion, video and/or audio streaming.

The following information will be included in the course application and will apply every time the course is offered:

Courses with E Suffix – Online Learning (Distance Education)

Additional fields that will be added to the CAPA course application for extended education courses:

More than 50% of the course will be taught through distance education:

The course will be taught:

Fully at a distance

Directions would state:

All or nearly all of the class sessions are delivered via technology. The course does not require students to travel to a classroom for instruction; however, it might require students to travel to a site to attend an orientation or take exams. This is generally equivalent to delivering more than 95 % of sessions via technology.

Partially at a distance

Directions would state:

Technology is used to deliver more than 50 % of class sessions, but visits to a classroom (or similar site) are required. Note: If a course is offered through two-way interactive video, then partially at a distance should be selected because students must meet at a designated location.

ATTACHMENT B

Individual Course Syllabus

(includes revisions for online learning courses)

1. **Instructor Name**

2. **Instructor Accessibility**

(Instructor accessibility to students, such as office hours, office location, telephone number, and/or e-mail address.)

For online learning courses:

(Instructor accessibility to students: e-mail address, telephone number, when the instructor will be available online. How frequently the instructor will respond to e-mail from students.)

3. **Principal Course Assignments**

(Such as required reading, papers, other activities, and the week of the course in which these assignments are expected to be completed and submitted.)

For online learning courses:

(Specify how assignments should be submitted and in what format. Outline how the course will function and what will be expected of the student)

4. **Specific Course Requirements for Grading Purposes**

(e.g., written and oral tests and reports, research papers, performances, or other similar requirements, participation requirements -- if any.)

5. **Grading Policy**

(How the final grade will be determined with respect to weights or points assigned to various course requirements.)

6. **Attendance Policy/Participation Policy**

(If there are specific requirements for attendance, these should be stated; if attendance is to be weighed for the final grade, the syllabus should state what the weight or course points will be.)

For online learning courses:

(Specify the participation policy for the course. State whether the course will be asynchronous or synchronous or a combination. If there are specific requirements for

online participation, these should be stated; if online participation is to be weighed for the final grade, the syllabus should state what the weight or course points will be.)

Indicate if the course will be primarily

O Asynchronous

O Synchronous

O Both asynchronous and synchronous

7. Required Course Material, Including Texts

For online learning courses also include:

Technology Requirements and Required Technical Competence

8. Exam Policy/ Policy for Make-up of Examinations

For online learning courses:

(Specify how exams will be administered and how the identity of the student will be verified for exam purposes.)

9. General Education Curriculum

(Please provide information concerning how this course incorporates the general education learning outcomes.)

10. Additional Course Information

The University of Georgia Approved Course

Master Course Syllabus

1. **COURSE ID: TTTT 1234**
2. **TITLES**

Course Title: Practice
Course Computer Title: PRACTICE

3. **COURSE DESCRIPTION (must be 50 words or less)**

Practice

4. **GRADING SYSTEM**

A-F (Traditional)

5. **CREDIT HOURS AND LECTURE/LAB/DISCUSSION HOURS**

	FIXED	VARIABLE
Credit Hours	3	
Lecture Hours	3	

6. **NON-TRADITIONAL FORMAT (if lecture/lab hours or lecture/discussion hours are fewer than credit hours, please justify)**

7. **REPEAT POLICY**

Course cannot be repeated for credit

8. **DUPLICATE CREDIT STATEMENT (do not list quarter course IDs)**

The course will not be open to students who have credit in the following courses:

9. REQUIRED PREREQUISITES

10. PREREQUISITE OR COREQUISITE COURSES

11. COREQUISITE COURSES

12. PRIMARY DELIVERY MECHANISM (select only one):

Lecture

13. COURSE WILL BE OFFERED

Every Year - Fall Spring

14. EFFECTIVE SEMESTER AND YEAR OF CURRENT VERSION OF COURSE

Spring 2002

15. ADDITIONAL INFORMATION REQUIRED FOR THE SYLLABUS

GENERAL EDUCATION COMPETENCIES

Communicate effectively through writing

Assimilate, analyze, and present in written forms, a body of information

Adapt writing to circumstances and audience

Produce writing that is stylistically appropriate and mature

Critical Thinking

Consider, and accommodate, and engage opposing points of view

Communicate for academic and professional contexts

Sustain a consistent purpose and point of view

Interpret inferences and develop subtleties of symbolic and indirect discourse

COURSE OBJECTIVES OR EXPECTED LEARNING OUTCOMES

added on Feb 18, 2003
Edited on Feb 17, 2005

TOPICAL OUTLINE

Edited on Feb 17, 2005

UNIVERSITY HONOR CODE AND ACADEMIC HONESTY POLICY

UGA Student Honor Code: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." *A Culture of Honesty*, the University's policy and procedures for handling cases of suspected dishonesty, can be found at www.uga.edu/ovpi. Every course syllabus should include the instructor's expectations related to academic integrity.

ATTACHMENT C

The university is required by the Board of Regents to report this information for all courses.

**This information will be provided when the course is loaded for registration
It will default to the first option:**

If you use technology in the classroom to assist with your teaching, select the technology you use **most often** from the list below. If not, select No Technology.

- Technology used in the classroom may include Powerpoint, Internet, e-mail, web pages, WebCt, computer software.
 - Videocassette Instruction delivered through videocassette.
 - Satellite Instruction delivered through downlinks of satellite technology.
 - Instruction delivered through GSAMS technology.
 - Two-Way Interactive Video
Instruction delivered through interactive video technology other than GSAMS.
 - Television Instruction delivered through television transmissions.
 - Other Network Instruction delivered through a local area or other non-Internet network.
 - Print-Based Materials
Instruction delivered through print-based correspondence instructional materials.
 - Instruction delivered through CD-ROM(s).
 - Instruction delivered through DVD(s).
 - No Tech - No technology used in delivering instruction.
 - Other - A single means of delivery not listed above.
- You must enter the type of technology used:
-

**Registration screen for courses that do not have the E suffix:
This will default to Technology Enhanced:**

Instructional Delivery

Select one option from the following:

The course will be taught as

Hybrid

Technology is used to deliver 50% or less of class sessions
At least one class session is replaced by technology

Technology Enhanced

Technology is used in delivering instruction to all students in the section
No class sessions are replaced by technology

No technology

No technology is used in delivering instruction