



**Date:** September 20, 2011

**To:** University of Alaska Southeast Faculty and Staff

**From:** Richard A. Caulfield, Provost

A handwritten signature in black ink, appearing to read 'Richard A. Caulfield', is written over the 'From:' line.

**Re:** UAS Policy on Co-Sponsored Courses

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## Policy Statement

Consistent with its NWCCU accreditation, UAS may grant credit for university-level courses (both catalog and special topics courses) that are co-sponsored by various organizations with which UAS has an ongoing relationship. A “co-sponsored course” is one in which an external entity bears most or all of the costs, where UAS approves the instructor and ensures that appropriate course objectives are met, and where course outcomes/grades are appropriately entered into the university’s BANNER system.

Offering such courses is consistent with the *UAS Strategic and Assessment Plan 2010-2017* which underscores the importance of Student Success and Community Engagement (both core themes). That said, this policy is intended to ensure that such courses meet UAS academic standards for content, evaluation, and instructor qualifications. It ensures that UAS administrative costs are addressed and that accurate student records are maintained.

Given that most costs of a co-sponsored course are borne by the external entity, UAS charges an administrative fee for each student who participates. Consistent with UA Regents’ policy (R05.10.070--Student Fees), this fee is approved by the Chancellor or designee and is published annually.

## Background and Justification

The practice of co-sponsoring courses with approval and oversight by UAS faculty and academic leadership promotes community engagement and student success. Often, it enables students to learn directly from practitioners in a given discipline or subject area who would otherwise not be available to our students. It is a common practice elsewhere in the UA system and of benefit to many students.

Examples of co-sponsored courses include: classes offered by high-quality instructors in specialized disciplines or occupations (e.g. Tlingit language); low-enrollment classes that are of particular interest to a small group of students or to a small program; classes that might be offered face-to-face but at some site off-campus and not easily accessed by faculty and staff;

or, classes that are offered in an alternate time frame due to work constraints of a particular group of students.

Approval of co-sponsored courses may be appropriate at UAS provided that academic standards are met, faculty oversight is available, and that administrative costs are covered.

## **Definitions**

A “co-sponsored course” is one for which most or all of the costs of instruction are borne by some organization other than the University, and the academic integrity of the course is ensured by the University. Examples might include for-profit corporations, K-12 school districts, tribal or other Alaska Native organizations, state or federal agencies, hospitals, or other appropriate entities. A co-sponsored course is one where UAS faculty review and approve—in advance—qualifications of the instructor and the course syllabus (including student learning outcomes). Typically such courses involve an instructor and use of facilities funded by the external entity.

## **Textbooks and Support**

The university will not provide support for textbooks or other course materials. Any course materials are the sole responsibility of the agency sponsor. Likewise, no administrative, technical or academic support beyond establishing the course via a co-sponsored agreement will be provided by UAS unless otherwise noted.

## **E-Learning (Distance) Courses**

A co-sponsored course may be offered via e-Learning (distance delivery) methods, such as audio, Elluminate Live, or web-based instruction. By prior approval, the sponsoring agency may elect to use its own distance technology so long as student needs and capabilities are met. If UAS technology is required, the standard distance fees may be applied in addition to the co-sponsor course fee. E-Learning fee information is reviewed and published annually in the UAS Academic Catalog. Technical assistance is available for UAS-supported distance delivery methods.

## **Responsibilities in Offering Co-Sponsored Courses**

### **❖ Responsibilities of UAS Faculty and Administration**

UAS faculty and academic leadership (Provost/deans/directors) have responsibility for ensuring academic quality of co-sponsored courses and the qualifications of instructors. UAS administrative staff, including those in the Registrar’s Office, Business Office, and at the campus level, have responsibility for ensuring that proper approvals are in place in a timely way and that processes and procedures are followed.

The process for reviewing and approving proposals for co-sponsored courses normally includes:

- 1) A co-sponsoring entity or agency contacts UAS with a request to offer a specific course. The request is routed to the appropriate department, school, or campus.

- 2) A university point of contact (either faculty or approved staff member) is identified for the purpose of ensuring that University requirements are met as the co-sponsored course is established. The point of contact will work with appropriate faculty and the co-sponsoring entity to complete a *Co-Sponsored Course Agreement Form*. This form summarizes basic course and instructor information, agreed-upon deadlines for registration materials and grade submission, and other essential information.
- 3) The co-sponsoring entity provides a copy of the proposed course syllabus and the proposed instructor's resume/CV, transcripts, and/or references as required by the sponsoring department or program. The syllabus and instructor are approved by the same process used for adjunct instructor approval.
- 4) If the proposed co-sponsored course is in the UAS catalog, the syllabus must demonstrate that all the course learning outcomes will be met in a manner consistent with the same course offered by regular faculty. If any data or documents related to program outcomes assessment are normally collected in this course, the co-sponsoring agency must agree to collect and provide those data.
- 5) If the course is not a catalog course, it may be offered as a special topics course consistent with UAS policy and practice. A special topics course must clearly identify student learning outcomes and the methods for assessing those outcomes.
- 6) If the course is approved, the appropriate department and school/campus prepare an addition to the schedule, routes it for appropriate signatures, and sends it to the UAS Registrar's Office.
- 7) The UAS Registrar assigns a course registration number (CRN) to the course, provides that number to the sponsoring department/campus and enters the course in BANNER with appropriate tuition/fee designations.
- 8) The sponsoring department provides the CRN to the sponsoring agency and provides the agency with the proper course registration forms. The agency is responsible for providing students with the registration forms. A course registration form must be submitted to the Registrar's office for each student.
- 9) The administrative fee for each student may be paid either by the student or by the agency. If the agency is paying the administrative fee for all students, the agency should submit all the registration forms to the Registrar's Office and submit payment to the Business Office. If the students are paying the administrative fee, they should submit their own registration form and payment.
- 10) Student financial aid may be used to pay the administrative fee, but tuition waivers may not be used for co-sponsored courses.
- 11) The course instructor is responsible for turning in grades on time and for providing any additional documentation required in the course.

❖ **Responsibilities of the Co-Sponsoring Entity or Agency**

The co-sponsoring entity or agency is responsible for providing required information about the planned course offering on a *Co-Sponsored Course Agreement Form*. That information will include the anticipated instructor, student learning outcomes and

assessments, grading policy, and other course-related information requested by the university. The entity will identify a point of contact that is responsible for ensuring that all university administrative requirements are met, including submittal of grades by the identified deadline.

Steps required of entities seeking approval of co-sponsored courses:

- 1) Consult initially with appropriate academic department or program at UAS about the anticipated offering and complete a *Co-Sponsored Course Agreement Form*. The co-sponsoring entity will be provided with information about semester deadlines, course syllabus requirements, and other necessary information.
- 2) Based upon that consultation, provide both a proposed course syllabus and a CV and any other required information for the intended instructor for review by the appropriate faculty program head or department chair.
- 3) The syllabus should include required elements in the UAS Faculty Handbook (<http://www.uas.alaska.edu/facultyhandbook/UASFacHandbook8-6-10.pdf>). If the proposed co-sponsored course is in the UAS catalog, the syllabus must demonstrate that all the course learning outcomes will be met in a manner consistent with the same course offered by regular faculty. If any data or documents related to program outcomes assessment are normally collected in this course, the co-sponsoring agency must agree to collect and provide those data.
- 4) The co-sponsoring entity and instructor share responsibility for notifying the UAS point of contact of any issues or concerns arising from delivering the course that might impact student success or compliance with UAS policies and regulations.
- 5) The course instructor is responsible for turning in grades on time and for providing any additional documentation required in the course.

### **Fees for Co-Sponsored Courses**

In AY2011-12 the fee for a co-sponsored class is \$90 per student, for courses of up to 3 credits. For courses involving more than three credits, there will be an additional charge of \$10 per credit. This fee helps to cover the cost of providing appropriate oversight of academic quality as well as administrative costs. This fee will be published annually in the UAS Academic Catalog.

### **For Additional Information**

For additional information contact the appropriate school dean or campus director. The Provost's Office and Registrar's Office are also available to address specific questions about ensuring academic quality and/or use of appropriate UAS process and procedures.