February 5, 2010

UNIVERSITY CURRICULUM COMMITTEE – 2009-2010
Mr. David E. Shipley, Chair
Agricultural and Environmental Sciences - Dr. Timothy L. Foutz
Arts and Sciences - Dr. Roxanne Eberle (Arts)
                      Dr. Rodney Mauricio (Sciences)
Business - Dr. James S. Linek
Ecology - Dr. James W. Porter
Education - Dr. Yvette Q. Getch
Environment and Design - Mr. Scott S. Weinberg
Family and Consumer Sciences - Dr. Jan M. Hathcote
Forestry and Natural Resources - Dr. Sarah F. Covert
Journalism and Mass Communication - Dr. Wendy A. Macias
Law – No representative
Pharmacy - Dr. Keith N. Herist
Public and International Affairs - Dr. Jerome S. Legge
Public Health – Dr. Phaedra S. Corso
Social Work - Dr. Patricia M. Reeves
Veterinary Medicine - Dr. K. Paige Carmichael
Graduate School - Dr. Malcolm R. Adams
Undergraduate Student Representative – Cameron Secord
Graduate Student Representative – Lauren King

Dear Colleagues:

The attached proposal to add additional questions to the Course Approval Process Automation (CAPA) system for “E” courses will be an agenda item for the February 12, 2010, Full University Curriculum Committee meeting.

Sincerely,

David E. Shipley, Chair
University Curriculum Committee

cc: Professor Jere W. Morehead
    Dr. Laura D. Jolly
Copy and paste the following information into the Non-traditional Format field on the course application in the CAPA system.

Please put an “x” next to the options that apply.

What is the delivery mode?
_____ Synchronous
_____ Asynchronous
_____ Both synchronous and asynchronous
   Percent synchronous_______
   Percent asynchronous_______

What is the course design?
_____ Self-paced, independent course
_____ Collaboration with other students required

What amount of face-to-face instruction will there be?
_____ One or more face-to-face meetings are required
_____ One or more face-to-face meetings are optional
_____ No face-to-face meetings

Indicate below which of these methods, and the frequency, will be used to maintain a relationship between the students and faculty. Examples of frequency could include daily, weekly, three times a week, etc.

Face-to-face_____________________________________________________

E-mail__________________________________________________________

Discussion boards_______________________________________________

Wiki-blogs_______________________________________________________

Wimba/Skype/other similar technologies_____________________________

Written feedback to students on assignments________________________