

CIM Course Quality Review

Use these reminders to review your course and ensure correctness.

- Has the course previously been offered experimentally and the change is to add a permanent course? Add a "Credit not allowed" statement clarifying students cannot get credit for both courses to the Other Registration Information field.

Experimental Course	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Study Abroad or Travel Course	<input checked="" type="checkbox"/> No		<input type="checkbox"/> Study Abroad	<input type="checkbox"/> Travel
Is a Dual-list	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
How was this course offered previously	<input checked="" type="checkbox"/> Experimentally		<input type="checkbox"/> Under Different Number	

Other Registration Information and Explanation	Credit not allowed for both LSPA 280A2 and LSPA 340
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- Is the course Dual-list with another course? Add a "Credit not allowed" statement clarifying students cannot get credit for both courses to the 'Other Registration Information' field.

Is a Dual-list	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No				
Dual listed with	<table border="1"> <thead> <tr> <th>Code</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>		Code	Title		
Code	Title					

Other Registration Information and Explanation	Credit not allowed for both MECH 531 and BIOM 531.
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- 1) Is the course offered **online**? Add a "Sections may be offered: Online." statement to the 'Other Registration Information' field.

Instructional Format	<input type="checkbox"/> Face-to-face	<input type="checkbox"/> Mixed Face-to-Face
	<input checked="" type="checkbox"/> Distance/Online	<input type="checkbox"/> Correspondence
	<input type="checkbox"/> Independent/Directed Study	<input type="checkbox"/> Internship/Practica

Other Registration Information and Explanation	Sections may be offered: Online.
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- 2) If course is offered Face-to-Face and online, does the 'Student experiences' field address both offering formats? See example.

Student experiences and pedagogical techniques	<p>This course will be offered in two formats: On-campus as mixed face-to-face and as a online only through CSUOnline</p> <p>MIXED FACE-TO-FACE Students will be expected to engage in the following per week ONLINE - Watch online lecture segments (2 hours broken down into approximately 12x10 minute segments) - Watch pre-recorded interviews featuring industry experts (1 hour) - Engage in additional online content (examine websites, read online news articles, watch videos sourced from the internet) (1-2 hour)</p> <p>Students will be expected to complete required readings and assignments online prior to LECTURE: - Read assigned textbook chapters/industry reports/journal articles prior to lecture (2-3 hours) - Submit assessment pieces (discussion exercises and working on major assignments) (2-3 hours)</p> <p>Students will be expected to engage in the following per week in LECTURE: - Attend a classroom lecture where activities that apply the knowledge learned in the online lecture are</p>
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3) If 15% or more of the online course grade is based on exams, add a standard proctoring statement to the 'Academic integrity' field:

How will academic integrity (including exams, etc.), intellectual property rights and responsibilities, and personal identity be ensured?

Academic integrity and the honor pledge will be covered in class and included on the syllabus.

All proctoring services for Colorado State University Online courses are handled and housed out of the University Testing Center. The University Testing Center is responsible for managing the proctoring options for students. If you have any questions regarding proctoring, please contact the University Testing Center at (970) 491-6498.

Is 'Universal Restriction' selected? Add wording to 'Other Registration field' detailing specific class standing student must be to register for course.

Universal Restrictions

- NO Freshman
- NO Sophomore
- NO Junior
- NO Senior
- Undergraduate ONLY
- Graduate ONLY
- Professional ONLY

Other Registration Information and Explanation

Sophomore standing.

Does the 'Reason for Request' field include sufficient reasoning for ALL changes made to the course?

Reason for Request

1) 'Course Learning Objectives': have you included the standard statement "Upon successful completion" to introduce the objectives? Are the objectives in numerical format?

Course Learning Objectives

Upon successful completion of this course students will be able to:

- 1.
- 2.
- 3.

Course Content

Course Learning Objectives	Course Content/Topics	Objective Level
#1		Select...
#2		Select...
#3		Select...
#4		Select...

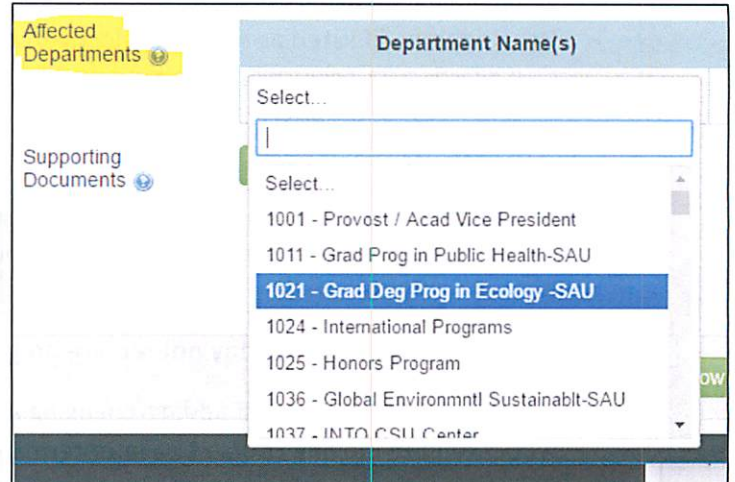
2) Are all of the objectives above listed in 'Course Content'? (Objectives can be identified in Course Learning Objectives field by corresponding #'s.)

Affected Departments

Does the course content possibly overlap courses from other departments?

Are prerequisite/co-requisite courses offered by another department(s)?

Is the course listed as a required or elective course on a program in another department?



Course changes can affect programs and may require a program change submittal:

- Course changes that **REQUIRE** a program change proposal to be submitted in CIM:
 - Subject code change
 - Course number change
 - Change to # of credits
 - If changing credit hours of a required or elective course in a program, a program form **must** be submitted if the program hours change as a result
 - New course (if will be required/elective/course list option in a program)
 - If new course will be a required or elective course in a program, a program form **must** be submitted for affected program
 - Deactivations (if listed as required/elective/course list option in a program or reference in another course)
 - If deactivating a course listed as a prerequisite or co-requisite for another course, a separate course form must be submitted for the affected course
 - If deactivating a course listed as a **required** or **elective** course in any program in catalog, a program form must be submitted for affected program
 - If deactivating a course that is listed in a long list of electives or on 'Course List' displayed separately after the POS, the course will be removed from the program administratively – no action would be required from the unit.

- Course changes that **may or may not** require program proposals:
 - Prerequisite (if adding/changing a prerequisite that is not currently required in POS, or if it would require moving course to a later term in order to complete the prerequisite)
 - Registration information (e.g., 'Credit not allowed' statements could affect POS)
 - Offering Term/Offering Year

- Course changes that generally **do not** require program proposals:
 - Title change
 - Course description change
 - Schedule type (without changing total credits)
 - Instructional Format (e.g., face-to-face, online, mixed face-to-face)

CIM form comments section

- Use the comments section of the CIM form to record any additional pertinent information that has not been recorded elsewhere on the form
 - i.e. department meeting discussions about the course