Miscellaneous Change Request
Curricular Approval Request System

New Miscellaneous Request

Date Submitted: 12/18/17 3:36 pm

Viewing: 100 : Graduate Courses Taught in Non-traditional Formats - Spring 2018 - 3rd request

Last edit: 01/02/18 11:02 am
Changes proposed by: Irljohnson

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>LaRhesa Johnson</td>
<td><a href="mailto:Irljohnson@tamu.edu">Irljohnson@tamu.edu</a></td>
<td>979-845-3631</td>
</tr>
</tbody>
</table>

Request Type: Other
Title: Graduate Courses Taught in Non-traditional Formats - Spring 2018 - 3rd request
Description: Reference attached documentation for a list of courses scheduled for Spring 2018 that will be taught in a non-traditional format. The memos indicate approval was received by the college.

Supporting Documentation:
- BCh Memo for 665-approval of shortened course-non-traditional.pdf
- Biology-Non-traditional Delivery.pdf
- GEO4623MemoNonTrad.pdf
- Non Traditional Format memo EDHP Program.pdf
- Memo - HLTH Division Objectives Contact Hours (002).pdf
- CSCE Non-Traditional Course addendum memo.pdf
- CORSMemoSpring188.PDF

Approval Path:
1. 12/18/17 4:13 pm
Sandra Williams (sandra-williams):
Approved for Curricular Services
2. 12/20/17 8:15 am
LaRhesa Johnson (Irljohnson): Approved for GC Preparer
3. 12/20/17 8:15 am
LaRhesa Johnson (Irljohnson): Approved for GC Chair

Key: 100
### Miscellaneous Change Request
### Curricular Approval Request System

#### New Miscellaneous Request

**Date Submitted:** 12/08/17 9:54 am

**Viewing:** 98 : Graduate Courses Taught in a Non-Traditional Format

**Last edit:** 12/08/17 9:54 am

**Changes proposed by:** johna

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Emily Wilson</td>
<td><a href="mailto:ewilson@tamhsc.edu">ewilson@tamhsc.edu</a></td>
<td>979-436-9142</td>
</tr>
<tr>
<td>Johna Wright</td>
<td><a href="mailto:pettit@medicine.tamhsc.edu">pettit@medicine.tamhsc.edu</a></td>
<td>979-436-0626</td>
</tr>
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</table>

**Request Type:** Other

**Title:** Graduate Courses Taught in a Non-Traditional Format

**Description:** Reference attached documentation for a list of courses for the master's and certificate program that will be taught in a non-traditional format. The memos indicate approval was received by the college.

**Supporting Documentation:** [Non Traditional Format memo_EDHP Program.pdf](Non Traditional Format memo_EDHP Program.pdf)

### Approval Path

1. 12/11/17 2:31 pm
   - Sandra Williams (sandra-williams):
     - Approved for Curricular Services

2. 12/11/17 3:12 pm
   - LaRhesa Johnson (ljohnson):
     - Approved for GC Preparer

3. 12/14/17 10:56 am
   - LaRhesa Johnson (ljohnson):
     - Approved for GC Chair
Memorandum

December 8, 2017

TO: Graduate Council

THROUGH: Dr. Emily Wilson, EDHP Director

FROM: Education for Healthcare Professionals (EHDP) Certificate and Master’s Program, College of Medicine

RE: Approval of Distance Courses

After reviewing the courses listed below, it was determined that these courses are taught in a non-traditional format (online/distance education) and meet the equivalent of traditional courses’ Learning Outcomes and time commitments per the University guidelines.

<table>
<thead>
<tr>
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<td>EDHP 522: Research Design &amp; Analysis</td>
<td>EDHP 622: Research Design &amp; Analysis</td>
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<tr>
<td>HCPI 555: Leadership &amp; Health Policy 1</td>
<td>HCPI 655: Leadership &amp; Health Policy 1</td>
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<td>HCPI 558: Survey Research</td>
<td>HCPI 658: Survey Research</td>
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<td>EDHP 691: Research</td>
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</tr>
<tr>
<td>EDHP 685: Directed Studies</td>
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</tr>
</tbody>
</table>
Memorandum

Date November 27, 2017

TO: Dr. George Cunningham, Chair
    Graduate Council

THROUGH: Dr. David Reed,
    Associate Dean for Graduate Programs

THROUGH: Dr. David Reed, Chair
    Graduate Program Council

FROM: Dr. Mary Bryk, Associate Head
    Department of Biochemistry and Biophysics

RE: Approval of shortened course (non-traditional)

The learning outcomes on the syllabus for the traditional BICH 665 course were compared with those for the non-traditional (shortened) version of BICH 665. The traditional course and the shortened course have the same learning outcomes. In summary, the learning outcomes for the traditional and shortened versions of the BICH 665 course are equivalent.

The contact hours listed for the traditional course and the shortened course are the same. The course instructor will use similarly rigorous content in the shortened course as in the traditional course. For each class meeting, the shortened course will have at least one hour of direct faculty instruction and a minimum of two hours out of class student work for one hour of credit.

Course

201811 31613 BICH 665 600 BIOCHEMICAL KINETICS
Memorandum

Date November 9, 2017

TO: Graduate Curriculum Committee

FROM: Department of Biology, College of Science

RE: Approval of shortened courses

The Department of Biology Graduate Program Committee (BIOL-GPC) determined that the learning outcomes for two courses to be taught in a shortened-semester format (BIOL 650, BIOL 647) are equivalent to those of the same courses taught face-to-face in a regular 15-week semester. This conclusion was reached through comparison of the content and learning activities of the courses, which included the estimated time to complete assigned activities.

BIOL-GPC determined that BIOL 650 and 647 meet the stated credit hour requirement. BIOL 650 is a 3-credit course so requires a minimum of 45 hours of instructional time in a standard 15-week semester. This course will be taught in the first half of the spring semester (23 class periods prior to spring break) for 2 hours each class period for a total of 46 instructional hours. BIOL 647 is a 4-credit course so requires a minimum of 60 hours instructional time. This course will be taught in the second half of the spring semester (19 class periods after spring break) for 2.5 hours each class period (47.5 hours). An additional 2 hours each week (14 hours) of guided instruction for individual projects is also required for a total of 61.5 instructional hours. The shortened-semester format for these courses facilitates access to the limited available computing facilities. Moreover, it reflects a response to student requests for instruction in larger chunks of time to better resolve computing issues and to foster long-term learning.

The courses scheduled for spring 2018 to which the paragraphs above apply are:
BIOL 650, Genomics, 3 cr.
BIOL 647, Digital Biology, 4 cr.
THE COLLEGE OF GEOSCIENCES
DEPARTMENT OF GEOLOGY & GEOPHYSICS

Dr. Michael Pope
Professor and Head

Memorandum

Date: December 4, 2017

TO: Graduate Council

THROUGH: Christian Brannstrom, Associate Dean for Academic Affairs, College of Geosciences

FROM: Michael C. Pope, Department Head, Department of Geology and Geophysics, College of Geosciences

RE: Approval of distance and shortened courses in GEPL

To ensure course equivalency and semester credit hour compliance, the Associate Dean for Academic Affairs and the Director of Distance Learning in the College of Geosciences review syllabi for distance and shortened courses taught in Fall and Spring semesters. They presented a recommendation to the College of Geosciences Undergraduate Curriculum Committee and Graduate Instruction Committee for approval.

Course equivalency, including Semester Credit Hours and Student Learning Outcomes, student verification and course rigor are evaluated following a College of Geosciences Checklist for Non-Traditional courses. This evaluation is conducted by reviewing items that include, but are not limited to: syllabi comparison between the on-campus and online course, learning outcomes, student authentication procedures, learning activities, assessments, process for assignment submission, and secure proctoring procedures.

A worksheet provided guidance in calculating instructional time for each non-traditional course to determine that the courses taught by distance and/or in shortened format meet the same credit hour requirement as face-to-face courses taught in a long semester/summer session. Items included during these calculations include instructional classroom time, percentage breakdown of learning activities and assessments, as well as additional time for student work outside of class.

The following courses in our department that have been reviewed and approved for the Spring 2018 semester include:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOL 623</td>
<td>Carbonate Rocks</td>
</tr>
</tbody>
</table>

108A Halbouty Hall
3115 TAMU
College Station, TX 77843-3115
Ph: 979.845.4376   FAX: 979.845.6162
mcpope@tamu.edu
This course is slated to be taught by Paul Wright a Halbouty Visiting Lecturer in our Department for 2018. He was originally scheduled to be in College Station the entire Spring 2018 semester, but he cannot be in College Station until May 5th. So the lecture part of the course was rearranged to have Paul teach the lectures as a 4.5-day short course (May 7-11, 2018)(see attached schedule), followed by a 10-day field trip (May 11-20, 2019) to look at carbonate rocks in west Texas, New Mexico and Utah (see attached sheet). The class will then participate in the annual meeting of the American Association of Petroleum Geologists (AAPG) in Salt Lake City, Utah (May 20-23), then return to College Station by May 25th.
Memorandum

December 8, 2017

TO: Graduate Council

THROUGH: Dr. Emily Wilson, EDHP Director

FROM: Education for Healthcare Professionals (EHDP) Certificate and Master’s Program, College of Medicine

RE: Approval of Distance Courses

After reviewing the courses listed below, it was determined that these courses are taught in a non-traditional format (online/distance education) and meet the equivalent of traditional courses’ Learning Outcomes and time commitments per the University guidelines.

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Health Professions Education Bldg.
1359 TAMU
Bryan, TX 77807-3260
Tel. 979.436.0237 Fax 979.436.0097
admissions@medicine.tamhsc.edu
www.medicine.tamhsc.edu
MEMORANDUM

September 5th, 2017

To: University Graduate and Undergraduate Review Committee

From: Adam E. Barry, PhD
Chair, Division of Health Education (HLTH)

Subject: Approval of distance and shortened courses

Learning Outcome Equivalency:

Faculty in the Division of Health Education (HLTH) have examined syllabi from each course, and associated course section, where a live version and online version (i.e., both long and short semesters) are offered. Through dialogue among faculty who have, or currently are, teaching a course section we have reached consensus on the final course learning outcomes for each course. To ensure compliance with University Rule 11.03.99.M1 regarding intended learning outcomes, all course sections will reflect the same learning objectives in their respective syllabi.

Contact Hour Equivalency:

In conjunction with the Director of the Office of Distance Learning Technologies in the Department of Health & Kinesiology, the HLTH Division examined and compared the course content and instructional hours associated with face-to-face courses and their web-based counterparts. After review and discussion, we conclude that these courses are equivalent in terms of associated class time, which includes minutes/hours spent engaged in course instruction, activities, readings, assignments, discussions, postings, and assessments. Altogether, we conclude that each face-to-face and associated web-based counterpart exceeded the 135 contact hours required for a 3-credit course. Thus, all HLTH courses and sections comply with University Rule 11.03.99.M1 in terms of direct and alternative instruction time.

List of all HLTH Courses (Spring 2018):

Undergraduate (200-400 level):

- HLTH 216 – First Aid
- HLTH 231 – Healthy Lifestyles
- HLTH 236 – Race, Ethnicity & Health
- HLTH 240 – Computer Technology in Health/Kinesiology
- HLTH 334 – Womens Health

Adam E. Barry, PhD
Chair: Division of Health Education
Associate Dept. Head: Department of Health & Kinesiology

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College Station, TX 77843-4243

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aebarry@tamu.edu
COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT
DEPARTMENT OF HEALTH AND KINESIOLOGY

- HLTH 335 – Human Diseases
- HLTH 342 – Human Sexuality
- HLTH 353 – Drugs & Society
- HLTH 354 – Medical Terminology for Health Professionals
- HLTH 403 – Consumer Health
- HLTH 410 – Health Programs in the Workplace
- HLTH 429 – Environmental Health
- HLTH 481 – Seminar in Allied Health
- HLTH 482 – Grant Writing in Health

Graduate (600 level):

- HLTH 630 – Health Program Planning
- HLTH 634 – Women’s Health
- HLTH 635 – Race, Ethnicity & Health
- HLTH 640 – Health Intervention & Wellness

Respectfully submitted,

Adam E. Barry, PhD
Chair: Division of Health Education
Associate Dept. Head: Department of Health & Kinesiology
314C Blocker Building
College Station, TX 77843-4243
Tel. 979.862.2964
aeberry@tamu.edu
MEMORANDUM

TO: Dr. George Cunningham, GC Chair

FROM: Beverly J. Irby  
       Associate Dean, College of Education and Human Development

SUBJECT: Spring 2018 Non-traditional Courses

Please accept the following graduate courses that have been reviewed to be equivalent between traditional and non-traditional courses: HLTH 630, HLTH 634, HLTH 635 and HLTH 640. (see attachment) These courses for Health were left off our lists as I did not see this memo. Upon checking, we found the aforementioned courses. I am recommending and requesting that these be placed on the Spring 2018 course schedule.

The program followed the guidelines for the review of equivalency for learning objectives and time commitments.

Thank you.
MEMORANDUM

TO: Graduate Council

THROUGH: Dr. Prasad Enjeti, Associate Dean for Academic Affairs

FROM: Computer Science & Engineering

SUBJECT: Approval of Distance and Shortened courses spring 2018

The learning outcomes for the distance/web-based course are equivalent to the face-to-face instruction in a regular semester because the material being covered in the distance/web-based version is identical to that in the face-to-face version of the course. In addition, the instructors that developed the face-to-face version of Introduction to Hardware Design Verification are the instructors teaching the distance/web-based version.

The credit hour requirements per paragraph 2.4 in University Rule 11.03.99.M1 are the same between the distance/web-based versions of the course because the assignments/projects/tests are identical to the face-to-face version of the class. The only difference is that the lectures are viewed online in the distance/web-based class instead of in person in the face-to-face version.

The supplemental list of courses to which the previous paragraphs apply for Spring 2018 (we have already submitted the original list of courses) are

CSCE 616: Introduction to Hardware Design Verification

There are no DE, web-based, hybrid, or part-of term courses that do not satisfy the above statements for Spring 2018.

Scott Schaefer
Associate Department Head
Department of Computer Science & Engineering
College of Engineering
Texas A&M University
Memorandum
November 28, 2017

TO: Graduate Instructional Committee
FROM: Department of Electrical and Computer Engineering, College of Engineering
RE: Approval of distance and shortened courses

Distance learning courses by the Department of ECE provide the same lectures, assignments and exams as on campus face-to-face courses. Student learning outcomes are evaluated by gradable assignments, which are distributed and collected through ecampus, and exams, which are proctored by approved exam centers or equivalent.

The credit hours of distance learning courses by the Department of ECE are ensured to be equivalent to on-campus face-to-face exams. In addition to the same lectures, DL students have equal opportunities to interact with instructors through emails and online chat during office hours. For each three-credit hour course, a distance learning course accounts for 45-48 hours of instructional time.

An additional DL course that is planned to be offered by the Department of ECE in Spring 2018 is ECEN 660 “BioMEMS and Lab-on-a-Chip”.

Sincerely,

Dr. Jiang Hu
Co-Director, ECEN Graduate Programs