

Substantive Change: Procedures to Supplement Reporting on Courses Offered through Distance Education and Off-Site Locations

Background:

To support compliance with University Policy 3003 - Reporting and Approval of Academic Actions Constituting Substantive Change, the Office of the Provost will assist the deans and directors of academic units in identifying degree programs that may be approaching reporting thresholds for courses offered either off-site or through distance education, so that there is a systematic means of ensuring that all relevant courses are counted. Without this procedure, there is no systematic way to ensure that faculty degree program coordinators and other administrators are aware of (a) changes in delivery method for courses applicable to their degree programs but offered by other units or (b) changes in delivery method for courses that could be counted towards general education requirements, both of which must figure into the calculation of the percentage of courses available for a given degree program made available through electronic or off-site delivery.

This procedure does not change responsibility for reporting substantive change, which still rests with the deans and directors of college-level units, but rather offers a systematic means of identifying courses offered through electronic or off-site delivery to assist college-level units so that they do not have to attempt to obtain this information on their own.

Procedure:

1. Following the course scheduling period for each semester, the Office of the Registrar will identify all courses that are offered through distance education methods or at off-site locations, and identify applicability to each degree program offered through the degree audit system. This process makes use of the SCHEV instructional methods codes identifying the delivery method of each course—face-to-face, hybrid (greater than or equal to 50% distance) or entirely distance education methods—as well as the location of the student relative to the location of the instructor. The Office of the Registrar will provide this to the Assistant Provost for Academic Affairs. An additional check will be performed at the end of each add/drop period to verify that no new courses are offered through distance methods or offsite.
2. The Assistant Provost for Academic Affairs will review these materials in conjunction with the Associate Provost for Distance Education and will notify the appropriate academic units about programs approaching the percentage thresholds.