

Council of Public Liberal Arts Colleges

Course Sharing Guidelines



COPLAC

CELEBRATING 30 YEARS
OF COLLABORATION

**Submitted to the
COPLAC Board of Directors**

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Introduction

The Council of Public Liberal Arts Colleges (COPLAC) offers a limited number of shared online courses using synchronous and asynchronous distance technology. The following guidelines and procedures will be applied universally across all participating COPLAC institutions.

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Talking Points

YOUR CAMPUS IS IN CONTROL

- You are the gatekeeper;
- Your campus **identifies** courses to be shared online;
- Your campus **approves** the online course to be offered;
- Your campus teaches online courses according to **its academic calendar**;
- Your campus teaches online courses on **its Learning Management System**;
- If you're the host campus, you **decide** the maximum/minimum number of students, the grading policies, the time/day of course delivery method.

IDEALLY, ONLINE COURSES ARE UNIQUE OFFERINGS

- Ideally, the online courses address unmet student and/or program needs at your institution.
- The online courses can broaden program offerings; they can enrich local perspectives as students complete their degrees; they might also offer intellectual and experiential opportunities to students that travel costs, tuition costs, etc., might otherwise prohibit.
- Ideally, the online courses address interests of faculty who want to share/collaborate across COPLAC member institutions on a course offering

REPORTING STUDENTS

- Reporting is done in accordance with IPEDS [guidelines](#) for consortium agreements (see below).
- *Which institution should be reporting the student?* The institution where the student is taking classes is the institution that should be reporting the enrollment. For example, if a student is enrolled at Institution A (the home school) but takes classes hosted at Institution B (the consortium member), the student should be reported by Institution B (the consortium member where student is attending).
- *What if the student is taking courses at BOTH institutions?* If a student is taking courses at BOTH Institution A and Institution B, the student should be reported as enrolled at Institution A and Institution B. Use the IPEDS definition of full-time to determine whether the student is enrolled as full-time or part-time at each institution. If a student does not meet the IPEDS definition of full-time (e.g., enrolled in 12 or more credits per

semester) and is not considered full-time for federal student aid purposes, the student should be reported as part-time. For example, if a student is enrolled at Institution A for 6 credits and is also enrolled at Institution B for 6 credits, the student should be reported as enrolled part-time at each institution. Even though the student is taking a combined total of 12 credits at both institutions, the student is only taking 6 credits at each institution and therefore would not meet the IPEDS definition of full-time. However, if Institution A considers the student to be full-time for financial aid purposes but Institution B does not, Institution A should report the student as full-time and Institution B should report the student as part-time.

- *Which institution should report the aid?* In cases where a different institution is processing the aid, there can be a disconnect between enrollment and aid, with one school (the consortium member where student is attending) reporting the enrollment and another (the home school) reporting the SFA data. For example, if a student is taking classes at Institution B (the consortium member), but their aid is processed at Institution A (the home institution), the student would show up in the counts in Institution B, but their aid wouldn't. Institution B would need to include a note in the context box of their enrollment surveys to explain that the student counts include students who are officially enrolled at the institution but whose aid is awarded at another institution, so those aid amounts are not included. The student's aid should only be reported in the SFA survey for Institution A, who processed that aid.
- *How is instructional activity reported?* The institution where the student is taking classes should include the student in their unduplicated headcount and report the student's instructional activity. For example, if a student is enrolled at Institution A (the home school) and takes classes at both Institution A and Institution B (the consortium member), the student would appear in the unduplicated headcounts of both institutions. Each institution should report the instructional activity that occurs at their institution.
- *Does distance ed offered through a consortium agreement mean that both institutions can answer "yes" to offering distance education opportunities?* No. An institution can indicate that they offer distance education opportunities only if students are enrolled in a distance education course through their institution. For example, Institution A does not offer distance education courses but students enrolled at Institution A can take distance education courses offered by Institution B (a consortium member). Institution A should not report that they offer distance education courses, if that is the only distance ed option available.

COPLAC Shared Coursework Guiding Principles and Procedures

I. Course Guidelines

1.1. Courses that have passed academic review and/or received approval at the teaching (host) institution do not require further academic scrutiny at other institutions.

1.2. Faculty/instructors who carry faculty or instructor status at their own institution are not required to provide further documentation to other institutions. The host institution is responsible for verifying faculty qualifications that meet the regional accreditation standards of the institution and, where appropriate, discipline specific programmatic accreditation requirements.

1.3. The host institution's policies and practices will be followed regarding course development, course assessment of intended student learning outcomes, course revisions, and policies regarding intellectual property, etc.

1.4. The host institution determines the technology and/or Learning Management System (LMS) to be utilized in delivering the course. This may also include the use of apps/applications outside of the standard institutional LMS.

1.5. If more than one school agrees to co-develop or co-teach a shared course, those participating institutions will come to a separate agreement regarding which will serve as the host or teaching institution, as well as any sharing of development costs and intellectual property rights or other relevant issues.

1.6. The host institution establishes the parameters by which the course will be taught (time/day(s), instructional delivery format, maximum or minimum number of students, grading policies, tutors, teaching assistants, etc.), unless otherwise negotiated among the participating institutions.

1.7. To ensure a shared course's ongoing availability to participating universities, the host institution agrees to teach the course based upon agreed upon minimum enrollments during the scheduling and registration process.

II. Student Enrollment

2.1. Students admitted (full-time, part-time, “special” undergraduate or graduate status) at a participating COPLAC institution and who have completed required prerequisite courses or are otherwise at an appropriate level to participate will be accepted by the host institution.

2.2. Each student participating in a shared course will follow the host institution’s deadlines, procedures, and policies used for its students related to enrollment, adding, dropping, withdrawing, etc.

III. Identifying Courses to Be Shared & the Approval Process

3.1. At each institution, Academic Deans or Unit Heads will work with Department Chairs and programs to identify potential courses for sharing. Ideally, institutions will work to identify unmet student needs, unique campus offerings that will generate student interest, as well as faculty interest in sharing or collaborating on a shared course.

3.2. Campus approval for courses to be shared occurs through the host institution's academic departments, with approval by the Academic Dean or Unit Head and the Chief Academic Officer (CAO). In order to implement this new COPLAC initiative, CAOs agree that the following principles and process (see IV.) will guide this effort:

3.2.a. Department heads and faculty from interested institutions will agree to allow students from participating schools to enroll in the shared course.

3.2.b. The host institution will establish the calendar of the shared course, but in consultation with the other participating institutions.

IV. Shared Coursework Process:

4.1. CAO submits proposed shared course to COPLAC for notification.

4.2. COPLAC sends shared course notifications to CAOs and Registrars. CAOs will notify Deans and program/department chairs.

4.3. The course prefix and number is created by the host institution and included in the information sent to COPLAC institutions.

4.4. Faculty market shared courses and recruit students at participating institutions.

4.5. Students complete and submit the consortium course registration form to the home institution registrar, who reviews the form for completeness, accuracy, and appropriate approvals, and transmits a copy to the host institution registrar. The host institution registrar completes

registration and the student is notified. The host institution registrar and course instructor sends the participating student information about the host institution's policies and procedures, network login, emails, learning management system, etc.

4.6. At the end of term, the host institution registrar sends the grade(s) to the registrar of the student's home institution and credit is posted as transfer credit. In the case of variable due dates for final grades, institutions will make arrangements where appropriate and available, to obtain final grades by institutional deadlines, especially in the case of students who are graduating at the end of a term.

The Council of Public Liberal Arts Colleges Cross Registration Guidelines for COPLAC Institutions

1. Accepted students paying tuition at any COPLAC member institution may register at any other COPLAC member institution provided they have fulfilled any prerequisites, that there is space available in the course and that the course or its equivalent is not given at the home institution in the same semester.
2. Credits earned through consortium course sharing may count toward graduation requirements as determined by the student's home institution.
3. The Registrar of each institution will keep a record of the number of students cross-registered each semester and the number of units or credits taken each semester, and will report those numbers on an annual basis by June 1st to COPLAC.
4. No tuition or fees are to be charged by the host or teaching institution.
5. The sharing of courses and the cross registration program functions during the standard terms at participating institutions, whether it is fall, spring, summer or other academic terms of alternative length.
6. Authorization to drop or add a course adheres to the deadlines of the host institution.
7. Students may enroll after institutional deadlines with permission of the course instructor, and as per institutional policy at the host institution.
8. If there are differences in grading systems, that of the student's home institution will prevail.
9. On issues of academic honesty, the policies of the host institution will prevail.
10. These regulations are essentially general in nature and will be applied universally across all COPLAC member institutions.