

**SUBJECT:** Academic Affairs

**PROCEDURE:** 204.2.1 Piloting Courses

**EFFECTIVE:** December 2007 **REVISED:** July 2010

**REVIEWED:**

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The following considerations and steps need to be addressed in the process of offering pilot courses at GFC MSU.

- Pilot course proposals must be submitted to the Curriculum Committee using the *Instructions for Submission of Action and Discussion Items* documentation.
- Pilot courses will be numbered accordingly. All courses will use the discipline prefix. Courses intended for remediation will use the number 091. Courses at the 100 level will use the number 191, and courses at the 200 level will use the number 291. However, if the course has been through the Common Course Numbering, that prefix and number must be used and tracked internally as a pilot course.
- Pilot courses, once approved will be authorized for offer for one (1) academic year, and can be offered each semester (Summer, Fall, and Spring).
- A copy of the approved pilot course must be submitted to the Registrar's Office where it will be filed for institutional documentation purposes.
- At the end of the one (1) year the course must come back to Curriculum Committee and be presented with evaluation results on the performance of the course. At this time the course representative may ask for one of three decisions:
  1. Ask that the course be formally approved and institutionalized
  2. Ask that the course be discontinued and removed, or
  3. Ask for an extension of the pilot period
- If granted, the extension begins the pilot process again and authorizes the offering of the course for another academic year. At the end of the year, an evaluation report will once again be submitted to Curriculum Committee with a request for approval, removal, or an extension.

#### **Evaluation Report**

At the end of one (1) year the evaluation report must be developed and submitted to the Curriculum Committee. This report should be no longer than one page and can include both qualitative and quantitative evaluation data; however the following areas should be addressed and included in the report:

1. Enrollment numbers for each semester offered.
2. Passing rates for students in the course for each semester offered.
3. Course evaluation data.
4. Student satisfaction data.
5. If and/or how has the course evolved over the pilot period.
6. Other successful outcomes in support of the course.