



SACRAMENTO STATE

Block 1

Q1.1.

Thank you for your interest in the CourseMatch program!

CourseMatch is the CSU Chancellor's office initiative to provide CSU students greater access to the fully online courses offered throughout the CSU system. Chancellor's Office approval will be considered for **entirely online, asynchronous, highly successful courses**, which fulfill general education requirements, lower division major preparation requirements, or other high demand courses. Instructors must have completed a Chancellor's Office Quality Matters training program or equivalent Sacramento State training program. Please make sure to complete all of the fields accurately.

For questions about the CourseMatch program or this application, please contact:

Sharyn Gardner
Director of Undergraduate Studies
gardner@csus.edu

Q1.2.

Is the proposed CourseMatch course fully online and Asynchronous?

Yes, the course will be offered fully online and asynchronous.

No, the course will not be offered fully online and asynchronous

Block 2

Q2.1. Please select a Chancellor's Office recognized online teaching training or Sacramento State equivalent that you have completed PRIOR to submitting a course for CourseMatch consideration (e.g. Quality Matters, Summer Teach ON!-Line Camp, or other Quality Assurance training). Select all that apply.

Please note: You need to provide supporting documentation to verify completion of required faculty training through either

- Certificate of Completion
- Confirmation of Completion (e.g., email confirmation, screenshot of completion page, or official notice)

QLT Introduction to Teaching Online (Q1)

QLT Reviewing Courses Using the QLT instrument (Q2)

QLT Advanced Course in Teaching Online (Q3)

QM Applying the QM Rubrics (APPQMR)

QM Teaching Online Certificate

ACUE Effective Online Teaching Practices

QM Improve Your Online Course (IYOC)

QM Design Your Online Course (DYOC)

Sacramento State Summer Camp (Summer 2020 or Summer 2021)

Sacramento State Faculty Learning Community: Preparing Your Online Course for Quality Matters (QM) Certification

I have not completed any formal online teaching training

Q2.2. Please provide supporting documentation to verify completion of required faculty training through either: Certificate of Completion, Confirmation of Completion (e.g., email confirmation, screenshot of completion page, or official notice). Upload files below:

Q2.3. Please note the month and year of the most recent online teaching training identified above and in the uploaded certificate:

Block 3

Q3.1. Please note that your department chair should be made aware of your submission:

Yes, my chair is aware.

No, my chair is not aware but I will provide notification of submission.

Q3.2. Has the course been part of CourseMatch previously?

Yes

No

Q3.3. Instructor assigned to teach the course

Q3.4. Email for instructor assigned to teach the course

Q3.5. Course Name (e.g. General Biology, Visual Communication):

Q3.6. Catalog Title: Catalog title should be in the format of course subject abbreviation and course number (i.e. ENGL 20, ECON 1A)

Q3.7. Course ID. Please add section number and class number as written in this example course ID format - course ID: Sec01(12345). Identify and include all sections that will be included in CourseMatch.

Please note: Multiple sections may be offered but funding is based on enrollments across sections.

Q3.8. Number of Units:

Q3.9. Catalog Course Description (cut and paste from catalog):

Q3.10. Pre-requisites (You must fill in if there are any prerequisites. If there are no prerequisites you must write N/A in the first field):

Pre-Requisite 1

Pre-Requisite 2

Pre-Requisite 3

Pre-Requisite 4

Pre-Requisite 5

Q3.11. Has the class been taught fully online before?

Yes

No

Q3.12. The course in the CourseMatch program in the upcoming semester will use similar curriculum and pedagogy as the previously taught successful online course.

Yes

No

Q3.13. The instructional materials and technology services are accessible to students with disabilities and/or Equally Effective Alternative Access Plans have been created that will provide comparable access for students with disabilities.

Yes

No

Q3.14. The course syllabus will include an accessibility statement that provides students with instructions for requesting accessibility services from the host campus.

(NOTE: Here is a sample syllabus statement from our Disability Access Center; feel free to use it. "Sacramento State is committed to ensuring an accessible learning environment where course or instructional content are usable by all students and faculty. If you believe that you require disability-related academic adjustments for this class (including pregnancy-related disabilities), please immediately contact Disability Access Center (DAC) to discuss eligibility. A current

accommodation letter from DAC is required before any modifications, above and beyond what is otherwise available for all other students in this class will be provided. Please be advised that disability-related academic adjustments are not retroactive. DAC is located on the first floor of Lassen Hall 1008. Phone is 916-278-6955 and e-mail is dac@csus.edu. For a complete listing of services and current business hours visit the [Disability Access Center Website](#).)

Yes

No

Block 4

Q4.1. Please enter the most recently taught term as a Fully Online Course (Example: Fall 2025):

Q4.2. Total Number of Enrollments in Fully Online Course/Sections in the above term:

Q4.3. Total number of Fully Online Course/Sections taught in above term:

Q4.4. How many seats will be offered in each section of the Fully Online Course in the upcoming semester?

Q4.5. Please enter the number of seats to be made available for Course Match for upcoming semester (Please enter in increments of 10).



Q4.6. Please select the GE Area designation prior to Fall 2025:

- A1. Basic Subjects Oral Communication
- A2. Basic Subjects Written Communication
- A3. Basic Subjects Critical Thinking
- B1. Physical Universe & Its Life Forms- Physical Science
- B2. Physical Universe & Its Life Forms - Life Forms
- B3. Physical Universe & Its Life Forms - Lab
- B4. Physical Universe & Its Life Forms - Math Concepts
- B5. upper division B course
- C1. Arts & Humanities - Arts
- C2. Arts & Humanities - Humanities
- D. The Individual and Society
- E. Understanding Personal Development
- F. Ethnic Studies
- Other, please explain (GE, Bottleneck, High Demand, etc)

Q4.7. Please select the GE Area designation as of Fall 2025:

1A: English Communication - English Composition

1B: English Communication - Critical Thinking

1C: English Communication - Oral Communication

2: Mathematical Concepts and Quantitative Reasoning

2: Upper division

3A: Arts & Humanities - Arts

3B: Arts & Humanities - Humanities

4: Social and Behavioral Sciences

4: Upper division

5A: Physical Universe & its Life Forms - Physical Science

5B: Physical Universe & its Life Forms - Biological Science

5C: Physical Universe & its Life Forms - Laboratory

5: Upper division

6: Ethnic Studies

E. Understanding Personal Development (not required for Fall 25 students)

Other, please explain (GE, Bottleneck, High Demand, etc)

Q4.8. Attach Course Syllabus:

Block 5

Q5.1. Has this class been taught face-to-face (F2F) or hybrid in the last two years?

Yes

No

Q5.2. For a comparison between online sections and F2F and/or hybrid sections please do the following:

a) [Download this spreadsheet.](#)

b) enter your name, course number, and the grade information (the last three rows will auto-populate with the information you provided - do not change the formulas)

c) save the spreadsheet with the course code and number and upcoming semester (e.g. SOC 135 Sp21)

d) upload the completed spreadsheet where indicated in this form below:

Q5.3.

For a comparison across multiple semesters of the online sections please do the following:

a) [Download this spreadsheet.](#)

b) enter your name, the course number, and the grade information (the last three rows will auto-populate with the information you provided - do not change the formulas)

c) save the spreadsheet with the course code and number and upcoming semester (e.g. SOC 135 Sp21)

d) upload the completed spreadsheet where indicated in this form below:

Block 6

Q6.1. How are student assessments monitored/authenticated?
Examples: tests, quizzes, exams, use of ProctorU proctored exams, Turnitin (plagiarism detection software), and/or other

procedures to significantly reduce opportunities for cheating.



Q6.2. Thank you for your CourseMatch submission for evaluation; we will contact you as soon as we hear from the Chancellor's office.

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