

# Fall 2024 - CourseMatch Course Submission Questionnaire

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Start of Block: Block 1

Q1.1

Is the proposed Coursematch course fully online and Asynchronous?

- Yes, the course will be offered fully online and asynchronous. (1)
- No, the course will not be offered fully online and asynchronous (2)

End of Block: Block 1

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Start of Block: 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) :

- QLT Introduction to Teaching Online (Q1) (4)
- QLT Reviewing Courses Using the QLT instrument (Q2) (40)
- QLT Advanced Course in Teaching Online (Q3) (41)
- QM Applying the QM Rubrics (APPQMR) (42)
- QM Teaching Online Certificate (43)
- ACUE Effective Online Teaching Practices (44)
- QM Improve Your Online Course (IYOC) (45)
- QM Design Your Online Course (DYOC) (46)
- Sacramento State Summer Camp (Summer 2020 or Summer 2021) (47)
- Sacramento State Faculty Learning Community: Preparing Your Online Course for Quality Matters (QM) Certification (48)
- I have not completed any formal online teaching training (39)

End of Block: Block 2

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Start of Block: Block 3

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

- Yes, my chair is aware. (1)
  - No, my chair is not aware but I will provide notification of submission. (2)
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Q3.2 Has course been part of Course Match previously?

- Yes (1)
  - No (2)
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Q3.3 Instructor assigned to teach the course

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Q3.4 Email for instructor assigned to teach the course

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

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

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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. See funding information later in this application.

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Q3.8 Number of Units:

▼ 1 (1) ... 12 (12)

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

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Q3.10 Pre-requisites (You must fill in if there are any, or if no prerequisites you must identify as N/A in first field):

Pre-Requisite 1 (1) \_\_\_\_\_

Pre-Requisite 2 (2) \_\_\_\_\_

Pre-Requisite 3 (3) \_\_\_\_\_

Pre-Requisite 4 (4) \_\_\_\_\_

Pre-Requisite 5 (5) \_\_\_\_\_

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Q3.11 Has class been taught fully online before?

Yes (1)

No (2)

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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 (1)

No (2)

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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 (1)

No (2)

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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](mailto:dac@csus.edu). A complete listing of services and current business hours can be found on the [Disability Access Center Website](#)." )

Yes (1)

No (3)

End of Block: Block 3

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Start of Block: Block 4

Q4.1 Please enter the most recently taught term as a Fully Online Course (Example: Fall 2020):

\_\_\_\_\_

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?

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Q4.5 Please enter the number of seats to be made available for Course Match for upcoming semester.

(Think of it in increments of 10 as just having that available gets you the full funding. e.g. offer 10 seats, 2 enroll, get full \$3000, offer 10 seats, 8 enroll, get full \$3000; vs offer 5 seats 2 enroll, only get \$600.00. Note: if no one enrolls, then no funding is received.)

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Q4.6 If you have at least 1 student at census you are eligible for funds. Please note that taxable overload funds are processed at the end of the semester after grades are submitted.

Would you like funds disbursed as:

- Taxable overload income. (1)
- Non-taxable professional development funds. (2)

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Q4.7 GE Area:

- A1. Basic Subjects Oral Communication (1)
  - A2. Basic Subjects Written Communication (2)
  - A3. Basic Subjects Critical Thinking (3)
  - B1. Physical Universe & Its Life Forms- Physical Science (4)
  - B2. Physical Universe & Its Life Forms - Life Forms (5)
  - B3. Physical Universe & Its Life Forms - Lab (6)
  - B4. Physical Universe & Its Life Forms - Math Concepts (7)
  - B5. Physical Universe & Its Life Forms - Additional Course (8)
  - C1. Arts & Humanities - Arts (9)
  - C2. Arts & Humanities - Humanities (10)
  - D. Arts & Humanities - Any Area D Course (11)
  - E. Understanding Personal Development - Any Area E course (12)
  - F. Ethnic Studies - Any Area E course (14)
  - Other, please explain (GE, Bottleneck, High Demand, etc) (13)
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Q4.8 Attach Course Syllabus:

End of Block: Block 4

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Start of Block: Block 5



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

- Yes (2)
- No (3)

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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:

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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:

End of Block: Block 5

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Start of Block: 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.

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

End of Block: Block 6

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