

MEMORANDUM OF UNDERSTANDING

**Subject: Courses in the School of Writing, Literature, and Film with a credit mismatch
(4 credits for 3 contact hours)**

Per the conversation during the Curriculum Council meeting on May 8, 2020.

In attendance: Peter Betjemann, School of Writing, Literature, and Film; Kathy Becker-Blease and Bob Paasch, Faculty Senate Baccalaureate Council

Background –

- In 2008 the School of Writing, Literature, and Film was granted an exception by the Curriculum Council for a group of writing courses such that the courses were 4-credits but met for 3 contact hours. At the time the exception was granted, “hybrid” courses were not being offered. The additional credit is used for research and/or writing and the syllabi for these courses include a note about what course requirements are part of the additional credit.
- Currently, approximately 40 courses in SWLF are listed as having more credits than the corresponding contact hours. One course with this situation is under review with the Baccalaureate Core Committee. *Update: Peter sent an email on May 14, noting that there are 129 courses implicated in the credit hour mismatch.*
- The mismatch of credit and contact hours is a concern with accreditors and needs to be resolved, either by moving the courses to hybrid or to 4 contact hours. Rebecca Mathern noted however that the hybrid designation may be a problem for some student populations, e.g., international and veteran students, so is looking into the potential impact of moving the current course to hybrid on student populations.

It was agreed that a process is required for moving the 4-credit courses to either hybrid or 4 contact hours. As part of this, the following was agreed upon.

- Peter Betjemann will contact Cub Kahn, Center for Teaching and Learning, to discuss the syllabi and the feasibility of moving the courses to hybrid. Peter will also talk with faculty to assess who might want to change to hybrid and who might want to increase their course contact hours to the corresponding credits. Once Peter has that information, he will share it with the Baccalaureate Council and the Curriculum Council.
- After Rebecca Mathern provides the Curriculum Council with information on the potential impact of moving the courses to hybrid and Peter provides the Curriculum Council with information on which courses would like to move to hybrid and which would move to 4 contact hours, Curriculum Council will work with Peter and the Baccalaureate Council to develop a process for addressing all the SWLF courses at one time. This discussion will most likely take place during fall term.
- The Baccalaureate Core Committee will grant an exception for the current writing course under review. In the fall, the course will be included in the group of courses that need to either move to hybrid or 4 contact hours. Future courses submitted by the School of Writing, Literature, and Film will have credit and contact hour alignment.
- *Update:* At the Curriculum Council meeting on May 15, Rebecca reported that due to a recent policy change with the VA, veterans are now allowed to take hybrid courses.