

**Public Health and Recreation Department**  
**Multiple Section Curricula**  
**Policies, Procedures, and Guidelines**  
Revised December 6, 2019

**Policies & Procedures**

Definitions

MSC: Multi-section Courses, courses that have more than one section

Cohort: Instructors of record teaching a multi-section course

Essential assignments: required assignments agreed upon by the MSC cohort as necessary to achieving the student learning objectives

Policy 1: Courses within multiple sections will share the syllabus and as such, all multiple section courses will share the same title, description, course learning objectives (CLOs) and assignments. The course title and description must be the title and description approved by the appropriate College and University committees. Changes to CLOs and essential assignments must first be agreed upon by the MSC cohort and then approved by the department curriculum committee.

- 1-1. All syllabi for multiple section courses (MSC) must share the same course learning outcomes, course descriptions, essential assignments, and textbooks.
  - 1-1.1. All MSC cohorts will achieve compliance to this requirement by May 2020.
- 1-2. MSC should work together to come up with an agreed set of “baseline” questions (for example, 5 questions per chapter) for exams across all sections.
- 1-3. Exams occurring on the same day can be identical across sections; however, exams held on different days must be a similar level but not identical, to preserve the integrity of the exams.

Policy 2: As a part of the hiring procedures, faculty hired to teach multiple section courses will read and sign the Department policy, procedures and guidelines pertaining to teaching multiple section courses. Related procedures are as follows:

- 2-1. Minimum qualifications to teach multiple section courses (MSC) will be determined by the MSC coordinator with consultation by the faculty cohort and submitted to the department chair for her/his approval.
- 2-2. If possible, the Department Chair will consult with the MSC coordinator and the relevant program coordinator during MSC faculty hires and rehire procedures.
- 2-3. Candidates who aim to teach MSC will read and sign the relevant policy/procedures.
- 2-4. All MSC faculty will agree to attend a minimum of 1 faculty cohort meeting per semester.

- 2-5. Tenure-track faculty is assigned to coordinate the MSC. Alternatively, with consultation with the relevant program coordinator, a lecturer who has previously taught the course may be considered and appropriate assigned time may be provided by the department.
- 2-6. The MSC team (including the MSC coordinator) should meet once during the semester and more frequently if needed.
- 2-7. Faculty teaching General Education courses are required to collect and submit student learning outcome data annually for General Education requirements.
- 2-8. Faculty teaching courses evaluated through program assessment are required to collect and submit student learning outcome data (a minimum of once per five years) for program assessment requirements.
- 2-9. Non-compliance with this policy will result in reassignment to a different (non- MSC) course, should one be available.

Policy 3: With consultation from the MSC cohort, the Department Chair will appoint a faculty leader to coordinate all MSC curricula and faculty. MSC Coordinator roles and responsibilities are as follows.

- 3-1. In conjunction with the faculty cohort, develop in writing the minimum qualifications for MSC instructor hires.
- 3-2. Make recommendations to the Department chair about MSC instructor hires based on minimum qualifications.
- 3-3. In collaboration with the MSC faculty cohort, determine the best way to onboard new faculty.
- 3-4. In consultation with faculty cohort, create and manage a shared drive of lectures, assignment information, and exam questions.
- 3-5. Disseminate or coordinate the dissemination of relevant course materials to faculty cohort.
- 3-6. Orient new faculty hires to the course, any shared drives, and learning management system (usually Canvas) at least 1 week prior to the start of the semester.
- 3-7. MSC coordinator to check in with new hire at least twice during the semester.
- 3-8. Within two weeks of the beginning of the semester, the MSC coordinator or designate will observe a lecture and provide feedback and support to the new faculty member. If necessary, the observer will share concerns with the department chair.
- 3-9. Organize and facilitate a minimum of one faculty cohort meeting per semester to discuss faculty learning regarding curriculum content, process and assessment.
- 3-10. Work with the Assessment Coordinator to ensure the faculty understand what data to gather and submit.
- 3-11. Participate in a minimum of x1 MSC cohort leader meeting per semester to share best practices and areas for improvement.