Committee on Academic Programs (CAP)
January 15, 2008

**Present:** Paul Alberto, Michelle Brattain, Margo Brinton, Brendan Calandra, Dean Dabney, Jeremy Diem, William Feldhaus, Mary Finn, Teryl Frey, Bill Fritz, Cecelia Grindel, Lisa Martin-Hasen, Randy Kamphaus, Rick Lake, Casey Long, John Medlock, Bruce Pilling, Cora Presley, Don Reitzes, Tim Renick, Marti Singer, Raj Sunderraman, Sara Weigle, Jim Wolk

**Guests:** Nannette Commander [AVP, Undergraduate Recruitment & Retention]

**Call to Order**
The Chair, Tim Renick, called the meeting to order at 3:00 p.m. in Room 718, General Classroom Building.

**Approval of Minutes**
The minutes of December 4, 2007 meeting were approved as distributed.

**Consideration of a policy regarding courses cross-listed at both the graduate and undergraduate levels**
The committee unanimously approved the motion of a policy regarding courses cross-listed at both the graduate and undergraduate levels. Policy is attached.

**Information item: policy on assignment of credit hours [to be considered at the next CAP meeting]**
Discussion was held as an Information item. Policy will be tabled for consideration at the next CAP meeting on February 19, 2008.

**Discussion of University-wide courses, e.g. GSU 1010 & PERS 2001 and 2002**
William Fritz provided an overview about the GSU 1010 and PERS courses which included the number of sections taught by faculty type [AY99-AY07] and percentage distribution. Nannette Commander elaborated by providing historical background and guidelines regarding the courses. After a detailed discussion, a motion was made by Sara Weigle to have the Undergraduate Council consider the various proposals put forth by Drs. Fritz and Commander regarding the administration of GSU 1010 and PERS courses. The motion was seconded and unanimously approved by the committee.

The meeting was adjourned at 4:10 p.m.
Policy on Cross-Listed Undergraduate and Graduate Classes

Approved on: January 15, 2008

By: Committee on Academic Programs

Effective date: January 15, 2008

Policy Statement:

The Board of Regents Academic Affairs Handbook, (Section 203.02: New Academic Programs) requires that, if a graduate-level course is cross-listed as an undergraduate course, requirements be significantly different for undergraduate and graduate students enrolled in the same course. Therefore, it is the policy of Georgia State University that syllabi for courses cross-listed at the undergraduate and graduate levels (courses in which both graduate and undergraduate students attend the same class but receive credit under different course numbers) clearly specify how the nature (quality and/or quantity) of the work expected of students and the criteria for evaluation of the work produced be commensurate with degree level. Academic unit heads (department chairs or school directors) are responsible for assuring that course syllabi within their unit satisfy this policy through timely audits of syllabi prior to distribution.

Rationale:

Current Faculty Handbook Section 400 Academic Instructional Information, Sub-section 401.01 Course syllabus specifies content of course syllabi to include: “In cross-listed undergraduate and graduate courses, the course requirements will specify any project and/or other activities required specifically of graduate students taking the course and the criteria by which student work will be judged that differentiates graduate-level from undergraduate level work.” The current policy does not specify that the requirements be commensurate with degree level, only that there exist different requirements for graduate and undergraduate students. SACS Accreditation Standard 3.4.6 requires that institutions employ sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or delivery. Furthermore, recent review by SACS has identified that in several instances with cross-listed courses, differences in expectations and assignments for graduate versus undergraduate credit were missing from syllabi of cross-listed courses.

Current responsibility for preparation and review of syllabi content lies with the individual faculty member assigned to teach a course. Audits of the content of syllabi for a cross-listed course are necessary to assure compliance with policy. Academic unit heads are responsible for assuring that such audits occur prior to distribution of the syllabi to students enrolled in cross-listed courses.

Administration of Policy
Authority: Committee on Academic Programs

Responsible Office: Committee on Academic Programs

Responsible Executive: Chair of Committee on Academic Programs

Contact: Tim Renick, Chair of Committee on Academic Programs

Policy History

This policy supplants former language contained in Faculty Handbook, Section 400 Academic Instructional Information, Sub-section 401.01.

Nature of work and work products may vary by quality and/or quantity. The quality of work may be differentiated by requiring graduate students to engage with material that is more challenging, such as requiring reading of original works of scholarship rather than secondary presentations of scholarly work (textbooks). The quality of work may also include requiring graduate students to assume a leadership role in the course, such as mentoring undergraduate students; serving as discussion leader; and/or setting standards for class participation. The quality of work products may be differentiated by level as well. Graduate-level work products may be required to show a greater degree of analysis, synthesis, or evaluation of knowledge and/or be result of greater independence than undergraduate-level work products. The quantity of work may be differentiated across levels by requiring more work products (i.e., additional assignments, projects, examinations) at the graduate level compared to the undergraduate level.