

Humboldt State University
University Senate

Resolution on

#08-13/14-APC – October 21, 2014 – Second Reading

Resolved: That the University Senate of Humboldt State University recommends to the Provost that the attached policy regarding co-listed graduate/undergraduate courses 11/3/2014 (also known dual-listed or co-scheduled courses) be approved and implemented immediately; and be it further

Resolved: That the University Senate ensure that HSU's current process of program review, *Program Review, Evaluation and Planning* (PREP), be updated so that the quality of all academic programs may be efficiently evaluated, and in particular graduate programs which allow co-listed courses may be assessed to ensure the rigor of their programs.

Rationale: Title V Section 40510 of the California Administrative Code of Regulations outlines the California State University requirements for a Master's Degree program. Subsection (b) (2) states, "A minimum of thirty semester units of approved graduate work " must be completed by all candidates. While subsection (b) (2) (B) states, "Not less than one-half of the units required for the degree shall be in courses organized primarily for graduate students." Thus, graduate students may satisfy their degree requirements with up to half of their units from upper division undergraduate courses. Concerns have been raised whether co-listed courses should be counted as being primarily for graduate students or not, and which set of units (undergraduate or graduate) should those courses count toward. The co-listed courses described in this policy *will* count as graduate units if the student enrolls in the 500-600 level course and will count as undergraduate units if the student enrolls in the 300-400 level course. It is imperative that all relevant parties understand that the graduate and undergraduate courses which are co-listed are in fact two distinct courses with separate learning outcomes and assignments which happen to meet at the same time. Thus, the graduate level component is "organized primarily for graduate students" and should therefore count toward the graduate level component of a student's units in their degree program.

As the curriculum of a program is the purview of the faculty within that program, and as those faculty are the content experts of that program on the HSU campus, whether a single course can simultaneously satisfy the learning outcomes specified for both the graduate and undergraduate components of the course is wholly at the discretion of those program faculty. The efficacy of such courses are to be determined as part of the program review process known as PREP with external review, provided by a content expert, explicitly evaluating the quality of the graduate program, including the required courses.

Policy on the co-listing of Graduate and Undergraduate Courses

Humboldt State University allows individual degree programs to offer upper-division (300 or 400-level) undergraduate majors courses (no upper division general education courses) with graduate (500- or 600-level) courses having similar course content in a co-listing arrangement with a single instructor and a common meeting schedule. Co-listing (also known as co-convening or dual-listing) of courses allows for more interaction between undergraduate and graduate students and expands the opportunities for undergraduate students to be exposed to instruction at a more challenging level. Though such an arrangement can strengthen the undergraduate experience, courses must be carefully designed so as to ensure the integrity of the graduate experience and differences in expectations and requirements of the students enrolled in the two co-listed courses must be clearly identified. Graduate expectations must be commensurate with the level of the graduate course listed. *Co-listed courses should generally be taught at a graduate level but with appropriate modifications to the undergraduate co-listed course so that it is accessible to upper-division students in the program.*

When a graduate course and an undergraduate course are co-listed they should reflect the following guidelines:

- A. There must be two course syllabi that clearly differentiate the performance expectations for students receiving undergraduate and graduate level credit in the co-listed courses (e.g., **student learning outcomes**, required problems, projects, readings, presentations *or other methods*). The relationship between graduate work and graduate credit must be clearly spelled out, and there must be different standards of grading. Both syllabi must indicate that the co-listed courses meet at the same time and location with the same instructor, but that the two courses have different requirements and performance expectations reflecting the different course levels.
- B. Co-listed course pairings normally consist of one 400 level and one 500 level course. Exceptions to 400 and 500 level pairing should be rare and occur only under extreme circumstances. A strong rationale must accompany proposals.
- C. Courses to be co-listed must be offered within the same department or equivalent academic unit. Co-listed courses may not be cross-listed.
- D. Thesis, creative work, internship, special project, topic, directed reading, research and independent study classes may not be used as part of a co-listed arrangement.
- E. The Class Schedule should make clear, by means of class notes that co-listed courses meet at the same time and location, and with the same instructor, but that the two courses have different requirements reflecting the different course levels.
- F. Co-listed course descriptions must indicate that the courses can be co-listed. The descriptions must specify that if one of the co-listed courses is completed for credit, the other one may not be taken for credit at a subsequent time, unless explicitly stated on student's program of study and approved by the student's graduate committee.

- G. Course proposals must be submitted and approved separately for each of the courses in the proposed pairs through the campus curricular review process. The course proposals must address the following:
- i. Both course proposal forms must specify that the courses may be co-listed and that credit may not be earned in the other course of the pair at a later time (except by approval of a student's graduate committee);
 - ii. While course descriptions and course syllabi for co-listed courses should be similar, specification of the requirements for the graduate course must clearly delineate greater expectations for and the additional requirements of graduate students, appropriate to the field of study. At the time of the review of the co-listing, syllabi for both courses complete with course descriptions, course readings and activities, and Student Learning Outcomes (SLO) will be submitted to all curriculum committees as support for the co-listing. Examples of greater expectations *may* include that graduate students show development of independent critical judgment and evaluation of course material, and that graduate students present the evidence of their original critical analysis. Examples of additional assignments *might* include significant research papers, oral presentations of research on course assignments, and/or the demonstration of more sophisticated laboratory or studio skills than those required of students in the undergraduate course.
 - iii. Proposals for co-listing of courses must be submitted at the same time as the new course proposals for the graduate and undergraduate courses. Approval of the courses is not contingent upon approval of the co-listing; however, co-listing is contingent upon the approval of the courses. Proposals for co-listing of courses can be submitted for already-existing courses if accompanied by a complete syllabus for both courses.