Part I. Instructions for Faculty Seeking a QR Course Review

1 – RESPOND: In a Word document, provide responses to the QR questions listed below in Part II.

2 – UPLOAD: Upload (1 of 3) the QR response in a single Word document using the “Companion Documents” button on the electronic Course Action Form.

Upload (2 of 3) the current course syllabus using the “Attach Syllabus” button.

If you are seeking retroactive approval, upload (3 of 3) the syllabus for the retroactive term using the “Attach Syllabus” button.

3 – E-MAIL: After submitting the electronic Course Action Form, e-mail BOTH Kerry.Castano@uvm.edu and Joan.Rosebush@uvm.edu; provide the course prefix and number, and request a QR review.

Kerry Castano will modify the form’s workflow, routing it to Joan Rosebush and the QR Committee.

Joan Rosebush will coordinate a review of the course and will approve (or rollback) the form within the CourseLeaf System. Approval, and retroactivity (if any) will be noted in the form’s comments box.

Part II. Required QR Course Review Information

A. Has the current course syllabus been attached?

B. Are you seeking retroactive QR approval for this course?

If yes, please note that retroactivity is generally not granted for more than two years unless special circumstances apply. The period of retroactivity will be determined by the review committee.

If yes, retroactive to which term?

Has the course syllabus for the retroactive term been attached?

C. Describe how your course meets a minimum of 4 of the following 6 proficiencies:

1. Interpret data represented in a variety of ways, such as graphs, tables, and charts. How is this met?

2. Solve problems, through the use of patterns, numbers, and symbols. How is this met?

3. Evaluate the value and validity of provided information. How is this met?

4. Determine if the solution to a problem makes logical sense in the real world. How is this met?

5. Formulate alternative solutions. How is this met?

6. Communicate effectively the thought process used to interpret and solve the problem. How is this met?

8.11.17