



SACRAMENTO STATE

Block 1

Q1.1.

Thank you for your interest in the CourseMatch program!

CourseMatch is the CSU Chancellor's office initiative to provide CSU students greater access to the fully online courses offered throughout the CSU system. Chancellor's Office approval will be considered for **entirely online, asynchronous, highly successful courses**, which fulfill general education requirements, lower division major preparation requirements, or other high demand courses. Instructors must have completed a Chancellor's Office Quality Matters training program or equivalent Sacramento State training program. Please make sure to complete all of the fields accurately.

For questions about the CourseMatch program or this application, please contact:

Sharyn Gardner
Director of Undergraduate Studies
gardner@csus.edu

Q1.2.

Is the proposed Coursematch course fully online and Asynchronous?

Yes, the course will be offered fully online and asynchronous.

No, the course will not be offered fully online and asynchronous

Block 2

Q2.1. Please select a Chancellor's Office recognized online teaching training or Sacramento State equivalent that you have completed PRIOR to submitting a course for CourseMatch consideration (e.g. Quality Matters, Summer Teach ON!-Line Camp, or other Quality Assurance training) :

QLT Introduction to Teaching Online (Q1)

QLT Reviewing Courses Using the QLT instrument (Q2)

QLT Advanced Course in Teaching Online (Q3)

QM Applying the QM Rubrics (APPQMR)

QM Teaching Online Certificate

ACUE Effective Online Teaching Practices

QM Improve Your Online Course (IYOC)

QM Design Your Online Course (DYOC)

Sacramento State Summer Camp (Summer 2020 or Summer 2021)

Sacramento State Faculty Learning Community: Preparing Your Online Course for Quality Matters (QM) Certification

I have not completed any formal online teaching training

Block 3

Q3.1. Please note that your department chair should be made aware of your submission:

Yes, my chair is aware.

No, my chair is not aware but I will provide notification of submission.

Q3.2. Has course been part of Course Match previously?

Yes

No

Q3.3. Instructor assigned to teach the course

Q3.4. Email for instructor assigned to teach the course

Q3.5. Course Name (e.g. General Biology, Visual Communication):

Q3.6. Catalog Title: Catalog title should be in the format of course subject abbreviation and course number (i.e. ENGL 20, ECON 1A)

Q3.7. Course ID. Please add section number and class number as written in this example course ID format - course ID: Sec01(12345). Identify and include all sections that will be included in CourseMatch.

Please note: Multiple sections may be offered but funding is based on enrollments across sections. See funding information later in this application.

Q3.8. Number of Units:

Q3.9. Catalog Course Description (cut and paste from catalog):

Q3.10. Pre-requisites (You must fill in if there are any, or if no prerequisites you must identify as N/A in first field):

Pre-Requisite 1

Pre-Requisite 2

Pre-Requisite 3

Pre-Requisite 4

Pre-Requisite 5

Q3.11. Has class been taught fully online before?

Yes

No

Q3.12. The course in the CourseMatch program in the upcoming semester will use similar curriculum and pedagogy as the previously taught successful online course.

Yes

No

Q3.13. The instructional materials and technology services are accessible to students with disabilities and/or Equally Effective Alternative Access Plans have been created that will provide comparable access for students with disabilities.

Yes

No

Q3.14. The course syllabus will include an accessibility statement that provides students with instructions for requesting accessibility services from the host campus.

(NOTE: Here is a sample syllabus statement from our Disability Access Center; feel free to use it. "Sacramento State is committed to ensuring an accessible learning environment where course or instructional content are usable by all students and faculty. If you believe that you require disability-related academic adjustments for this class (including pregnancy-related disabilities), please immediately contact Disability Access Center (DAC) to discuss eligibility. A current accommodation letter from DAC is required before any

modifications, above and beyond what is otherwise available for all other students in this class will be provided. Please be advised that disability-related academic adjustments are not retroactive. DAC is located on the first floor of Lassen Hall 1008. Phone is 916-278-6955 and e-mail is dac@csus.edu. A complete listing of services and current business hours can be found on the [Disability Access Center Website.](#)")

Yes

No

Block 4

Q4.1. Please enter the most recently taught term as a Fully Online Course (Example: Fall 2020):

Q4.2. Total Number of Enrollments in Fully Online Course/Sections in the above term:

Q4.3. Total number of Fully Online Course/Sections taught in above term:

Q4.4. How many seats will be offered in each section of the Fully Online Course in the upcoming semester?

Q4.5. Please enter the number of seats to be made available for Course Match for upcoming semester. (Please enter it in increments of 10)



Q4.6. GE Area:

1A: English Communication - English Composition (Spring 25 and earlier:
A2. Basic Subjects Written Communication)

1B: English Communication - Critical Thinking (Spring 25 and earlier A3.
Basic Subjects Critical Thinking)

1C: English Communication - Oral Communication (Spring 25 and earlier
A1. Basic Subjects Oral Communication)

2: Mathematical Concepts and Quantitative Reasoning (Spring 25 and
earlier B4. Physical Universe & Its Life Forms - Math Concepts)

3A: Arts & Humanities - Arts (Spring 25 and earlier C1. Arts & Humanities
- Arts)

3B: Arts & Humanities - Humanities (Spring 25 and earlier C2. Arts &
Humanities - Humanities)

4: Social and Behavioral Sciences (Spring 25 and earlier D. The Individual
and Society)

5A: Physical Universe & its Life Forms - Physical Science (Spring 25 and
earlier B1. Physical Universe & Its Life Forms- Physical Science)

5B: Physical Universe & its Life Forms - Biological Science (Spring 25 and
earlier B2. Physical Universe & Its Life Forms - Life Forms)

5C: Physical Universe & its Life Forms - Laboratory (Spring 25 and earlier
B3. Physical Universe & Its Life Forms - Lab)

6: Ethnic Studies (Spring 25 and earlier F. Ethnic Studies)

E. Understanding Personal Development - Any Area E course (not
required for Fall 25 students)

Other, please explain (GE, Bottleneck, High Demand, etc)

Q4.7. Attach Course Syllabus:

Block 5

Q5.1. Has this class been taught face to face or hybrid in the last two years?

Yes

No

Q5.2. For a comparison between online sections and F2F and/or hybrid sections please do the following:

a) [Download this spreadsheet.](#)

b) enter your name, course number, and the grade information (the last three rows will auto-populate with the information you provided - do not change the formulas)

c) save the spreadsheet with the course code and number and upcoming semester (e.g. SOC 135 Sp21)

d) upload the completed spreadsheet where indicated in this form below:

Q5.3.

For a comparison across multiple semesters of the online sections please do the following:

a) [Download this spreadsheet.](#)

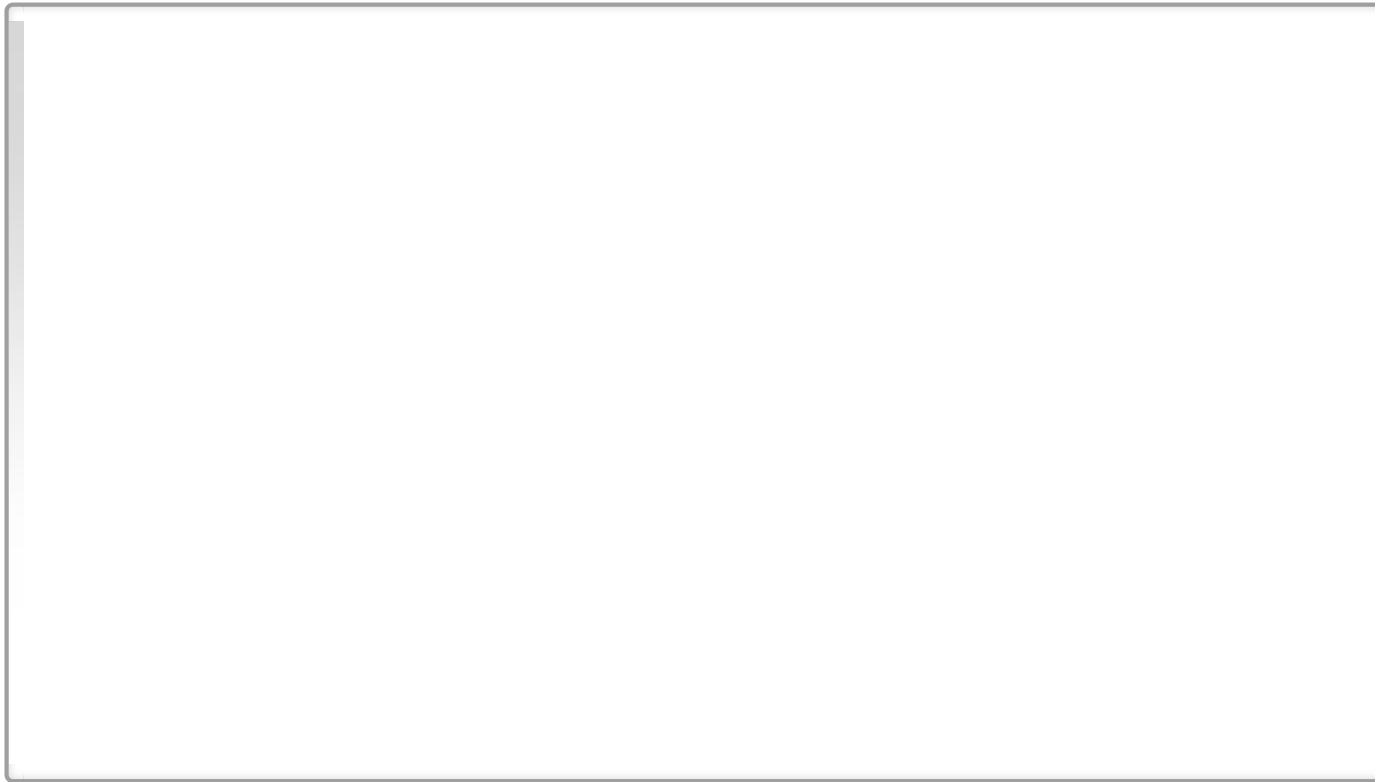
b) enter your name, the course number, and the grade information (the last three rows will auto-populate with the information you provided - do not change the formulas)

c) save the spreadsheet with the course code and number and upcoming semester (e.g. SOC 135 Sp21)

d) upload the completed spreadsheet where indicated in this form below:

Block 6

Q6.1. How are student assessments monitored/authenticated?
Examples: tests, quizzes, exams, use of ProctorU proctored exams, Turnitin (plagiarism detection software), and/or other procedures to significantly reduce opportunities for cheating.



Q6.2. Thank you for your Course Match submission for evaluation; we will contact you as soon as we hear from the Chancellor's office.

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