**FAQs CourseMatch**

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| Topic Section | Question | Answer |
| Type of courses that qualify: | | |
| CourseMatch Focus (priority for approval)   * Fully online asynchronous GE courses (articulated) * Low DFW rates (grades) * Will consider lower division major requirements     Course must confirm instructional materials/tech services accessible for students with disabilities (<https://www.csus.edu/information-resources-technology/ati/instructional-materials.html>) | Are synchronous courses allowed? | The Chancellor’s Office is only approving online, asynchronous courses for CourseMatch. There are no exceptions for this program. CSU students have access to synchronous courses through CSU Fully Online outside of the CourseMatch. |
| How do I know if my class articulates across five (5) CSU’s? | You will need to check with your department chair or Associate Dean to see if there are similar, articulated courses in the same major at other CSUs. |
| Can I propose an upper-division GE course for CourseMatch? | Yes, since it is GE, it is mostly likely articulated across the CSU’s. |
| Are upper division major courses eligible? | Yes if there is more student demand than there are seats *and* if it is articulated across a minimum of five (5) CSU’s. |
| Does the course have to be approved as asynchronous by the department before we apply? | The course has to be asynchronous and the department must have the course scheduled as asynchronous. You need to check with your department to make sure you are actually teaching that course (or very highly likely to teach the course) before you apply. |
| Will brand new courses be accepted? | New courses can be accepted as long as it has been accepted as a GE course, so more than likely it will articulate across the CSU as a GE course in a particular area. |
| Once my course is approved, how long will this approval last? | Approvals need to be made every semester to ensure that instructors keep up their Quality training and DFW rates remain low. |
| Is there a limit for the number of courses that can be approved from each campus? | There is no limit. The Chancellor’s Office would like this program to get as big as possible because it provides opportunities for students across the CSU. |
| Can different instructors in the same department submit applications for the same course? | Yes |
| Can one person submit multiple applications for different courses? | Yes |
| Data needed for the application | | |
| Need evidence that course has a success rate comparable to FTF or history of success over time (e.g. DFW rate 15% or less)  Repeatable grade % of fully online section and FTF/hybrid sections (DFW rates) | What do I do if the course was never offered Face-to-Face (FTF)? | The grade data can be all from fully online courses. |
| Can I do Course Match for a new course that has no history of success yet? | You can still submit the course. The Chancellor’s Office is looking for GE courses or high demand lower division major courses for the most part. |
| Can I submit a CourseMatch class that’s taught during the summer by one faculty (who wants to do CM) and another during the Fall/Spring that’s not CM? | You can use grades from any time that the course was taught, including the summer. The instructor who submits the course must be QM trained (or equivalent). |
| Should I use summer if it is more recent? Or, is regular term preferred because it might be more comparable? | We are not sure that the Chancellor’s Office cares when the course grades come from. But recency is important. |
| Can I use my Canvas grade book to see the grades? They can be sorted low to high in Canvas. | Yes, you can use your Canvas grade book to see the grades you assigned. If you sort them, it makes the grade counting easier. |
| I think you said we can submit new courses. How will these be evaluated if there’s no data on course grades? | I am not sure how the Chancellor’s Office evaluates new courses. They look to make sure that the course is either a GE course or is articulated across CSU campuses (at least 5 campuses). But as for the grades, I think they would look to the syllabus for student support and assurance that academic integrity would be upheld. |
| Can I use Summer course data in applying for Course Match? | Yes, summer course data can be used. |
| Please tell me how I can find DFW data | Slide 10 of the PDF presentation: Use own grade roster from prior semesters  • Access via Faculty Center – go to semester last taught course  • Click on grade roster icon  • Enter grade counts into template; DFW rate  automatically calculated  • OR…use the grades in your Canvas course(s) which can be sorted (easier) |
| Can I compare DFW rates to the same online course I taught at a different CSU? | Yes |
| Can I compare midterm online course grades to final face-to-face course grades for DFW rates? | It wouldn’t show the true value of the DFW rates since the course is not complete. But, if someone else previously taught the same course online successfully you could use those final grades to get a better sense of the DFW rates. |
| I am teaching this course fully online asynchronously first time this semester. In prior time, I taught it face-to-face. What should I do for providing DFW rate? | If your department has offered the course fully-online previously, you can ask your department chair for grades from prior asynchronous data (even if taught by another instructor). Comparison grades can be from a different semester. |
| Additional Requirements | | |
| Must reserve 10 seats for CourseMatch | Can you clarify why I need to make 10 seats available after enrollment cap? | Enrollment cap is for Sac State students so you need to propose 10 additional seats for non-Sac State students. You will be compensated for the additional workload – that is the $3000. |
| Faculty Qualifications | | |
| Course instructor must have QM (Quality Matters) training or equivalent | Can QLT (Quality Learning and Teaching) training count? | Yes, if you’ve taken a QLT workshop that would count.  CSU QLT Course offered: <https://ocs.calstate.edu/courses>  QA course: <https://ocs.calstate.edu/courses> |
| I’m a first time part time lecturer at Sac State. I’m not sure if I’ll have a course next fall. Can I still apply?  Do part-time faculty qualify? | Yes |
| I won't find out what I'm teaching until two weeks before semester starts; should I still apply? | Yes; try to find out what you might be teaching, apply, and if you end up not teaching the course just let us know. It’s better to apply and pull out than to apply late and not get in. |
| I completed the Summer Camp in 2020 along with completing a few QM courses. I would like to know how what other steps I need to take to qualify to teach a course through Course Match.  I’ve taken the following QM courses, do I qualify? Improving Your Online Course  Introduction to Teaching Online  Applying the Quality Matters Rubric | Here is the list of courses that the Chancellor’s Office has approved:   * 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 |
| If I am just starting to think about this and haven’t completed any training yet. Is the first step to talk to my department chair? What is the soonest I would be able to teach a Course Match class? | You must complete your training before the semester you will apply to teach the course through CourseMatch.  For example, if you plan to participate in the Summer 2023 Summer Camp offered through CTL, then you as an instructor will qualify to teach a course through CourseMatch in Spring 2024 because the call will go out during the Fall 2023 semester. The Chancellor’s Office requires that you complete the training BEFORE you even apply. |
| How often does one need to have QM training updated? | Within the last 2 years |
| Where can I find the template to compare the DFW rates that you showed in the beginning? | The template is contained in the Qualtrics survey to download. After completing the template, save to your computer/cloud, and upload into your Qualtrics response. |
| Can I use the same rates and information that I had last time? | Yes. Please do update them for more recent comparisons. |
| Applying for CourseMatch | | |
| Procedures to ensure academic integrity of student performance (e.g. TurnItIn, proctored exams)   * Must comment on the procedures you use to ensure academic integrity (no cheating is going on)   Syllabus   * Must upload syllabus with course outline to ensure course will be asynchronous, accessible, and uses best practices | Do we re-apply each semester? | Yes, you need to re-apply each semester. The Chancellor’s Office would like to know that the course remains highly successful for students (e.g. maintains a low DFW rate under 15%). |
| Can I save my response in Qualtrics and come back later to finish it? | If you use the same computer and browser and do not clear your cache or cookies, it should still be saved and available. Or, you can leave your survey open. |
| Is CourseMatch available during summer session or winter intercession? | No |
| What is the six-digit course code the Qualtrics application is asking for? Is this the code that appears in the student schedule? | Yes |
| Other Types of Online Opportunities in the CSU System | | |
|  | Is there another option to enroll students from other CSUs in a class that is synchronous? | Yes, regular CSU Fully Online can be used. CourseMatch is a subset of CSU Fully Online. The difference is that instructors set aside a minimum of 10 seats for CourseMatch and the courses are GE courses and bottleneck courses. For CSU Fully Online, the courses offered are any fully online courses (asynchronous or synchronous). There is no guarantee for students that there is room for them and students must reach out to the instructors to ask permission to register in the course. |
| What is CSU Fully Online? | Broader than CourseMatch. CourseMatch is a subset of CSUFullyOnline FAQs: <https://www.csufullyonline.com/> |
| Payment for CourseMatch Participation | | |
| CourseMatch enrollment FTES neutral  Additional income:   * $3000 per course * Must reserve 10 seats for CourseMatch | If I accept the funds as Faculty Development Funds, is there a date by which the funds must be spent? | The professional development funds need to be use within the academic year. |