

Multi-Section Courses - Policy & Procedures

1.0 Purpose

- 1.1 The purpose of this policy is to establish guidelines for the coordination and management of multi-section courses to ensure uniformity in content, assessment, and grading across all sections.
- 1.2 The goal is to ensure a common learning experience while allowing for innovation and individual teaching practices.

2.0 Scope

- 2.1 This policy applies to all multi-section courses at the University.

3.0 Definitions

- 3.1 Multi-section course - a course offered in more than one section during the same term, taught by multiple faculty members.

4.0 Policy

- 4.1 All multi-section courses must have a common course syllabus that provides detailed information about the course topics/content, students' learning outcomes, and assessment and grading. Faculty teaching multi-section courses are expected to adhere to the same course syllabus, though they may vary in their teaching methodology, where appropriate.
- 4.2 The academic unit is responsible for ensuring that multi-section courses have a common course syllabus and that faculty teaching these courses adhere to it. Sections must use the same core textbook and readings. Faculty may use additional readings. The college dean is responsible for the coordination of multi-section courses or may delegate responsibility, by appointment, to an appropriate faculty member (i.e., course coordinator).
- 4.3 The course coordinator, in consultation with faculty teaching multi-section courses, is responsible for preparing and distributing the course syllabus, providing guidance/resources to faculty teaching the course for the first time, meeting with faculty regularly to coordinate assessment activities (at least 80% common final examination questions), facilitating sharing information and best practices among faculty teaching the course, and reporting assessment of learning outcomes/what can be done to enhance achievement.
- 4.4 The coordinator is not responsible for making decisions on final course grades, which rest with each individual faculty member teaching the course.
 - 4.4.1 The course coordinator will act as the arbitrator and equity monitor in cases of disagreements or unusual situations within the course.
 - 4.4.2 If disagreements arise, the dean may designate the course coordinator as the final decision-maker.

- 4.5 Multi-section courses have the same exams (midterm and final), and they should be done at the same time and day.

5.0 Procedures

- 5.1 The course coordinator shall oversee the administration and management of the process for creating common assessments and evaluations, including the midterm and final examinations.

5.1.1 Each faculty teaching the course will contribute to these assessments by sharing exam questions/answers with the coordinator, who will prepare a draft of the exam.

5.1.2 The final version of the exam shall be reviewed and approved by all faculty members teaching the course.

- 5.2 The coordinator will prepare the answer key/solutions to exam questions and share with each faculty. This is meant to guarantee grading uniformity among all sections.

- 5.3 The course coordinator should hold weekly meetings and provide guidance and resources to faculty teaching the course for the first time, and facilitate the sharing of information and best practices among faculty.

Related Policies and Documents

Syllabus Policy

Academic Integrity Policy

Faculty Handbook