

Matanuska-Susitna College

Office of Academic Affairs • 745-9754

PROFESSIONAL DEVELOPMENT COURSES **PROCEDURE FOR REQUEST FOR APPROVAL**

Matanuska-Susitna College (MSC) primary efforts are not directed in the area of Professional Development Courses. This is related to issues such as cost, qualified instructors, and non-duplication of efforts by other campuses. Most individuals seeking Professional Development Courses will be directed to the appropriate campus. Therefore, MSC strives to offer only a few specifically targeted Professional Development courses. If offered by MSC, Professional Development Courses must meet the same requirements as any credit course (under UAA and accreditation obligations). This is to ensure academic quality.

Professional Development Courses may be graded Pass/No pass or, if the course includes an evaluation component, by letter grading. The measurement of student effort is indicated by professional development credits. Each professional development credit awarded requires at least 12.5 hours of student engagement in a directed learning environment under the supervision of a qualified instructor. These courses are provided on a self-support basis.

To have a Professional Development course *considered* as a potential offering, the following seven (7) steps are necessary.

STEP ONE: Materials delineated in “step three” must be submitted to the MSC Office of Academic Affairs 60 days PRIOR to the first day of class; for summer and fall classes April 15 is the deadline.

STEP TWO: Assemble a course syllabus according to the criteria of the syllabus template (http://www.matsu.alaska.edu/academicaffairs/syllabus_template.htm).

STEP THREE: The following materials must be on file in the MSC Office of Academic Affairs:

1. Instructor(s) shall possess a Master’s degree AND shall have a minimum of 18 graduate credit hours in the area of instruction, MSC must have the instructor’s (instructors’) undergraduate and graduate transcripts on file PRIOR to approval;
2. A detailed current resume or vita of the proposed instructor(s);
3. A syllabus AND complete & sign syllabus criteria check-off sheet (see http://www.matsu.alaska.edu/academicaffairs/syllabus_template.htm);
4. Completed and signed Request for Approval Professional Development Courses form;
5. In the event the Professional Development Course has NOT been taught at MSC in 3 years the following must be submitted.
 - a. the rationale for the course, including expected audience;
 - b. expected enrollment;
 - c. explanation of payment of tuition and fees.

STEP FOUR: Once all the appropriate materials are submitted, Academic Affairs will establish whether the necessary materials have been submitted. If the necessary materials have not been submitted the individual(s) proposing the Professional Development course will be contacted; in the event the 60 day time period (see “step one”) can be met, the materials will be requested. In the case where the 60 day time period cannot be met, the individual(s) will be directed to the appropriate campus.

STEP FIVE: *Final* approval of the Professional Development Course must be made by the appropriate professional expert. Presently this is the Education & Liberal Studies Coordinator and/or Office Technology Coordinator. For this reason individuals (or organizations) submitting course proposals should contact the appropriate Area Coordinators in advance of submission.

STEP SIX: The appropriate Area Coordinator recommends approval or not approval of the request by signing the Request for Approval form; the materials and Request for Approval form are sent to Academic Affairs. If the Area Coordinator does not approve the course, a short written explanation is provided to Academic Affairs. The Assistant Director for Academic Affairs approves or does not approve the request by signing the Request for Approval form. If approved, the course is scheduled by Student Services.

STEP SEVEN: Academic Affairs contacts the individual who submitted the request to convey the outcome.

PROFESSIONAL DEVELOPMENT COURSES
REQUEST FOR APPROVAL

Name of Course: _____

Please check-off all items submitted:

- syllabus
- syllabus check-off sheet (completed and signed)
- current resume and vita for ALL individuals teaching the course
- rationale for course and expected enrollment
- explanation of payment of tuition and fees

I have read the procedures for submitting a proposal for teaching a Professional Development Course at MSC.

Name(s) of individual(s) proposing and teaching the course:

_____ (print) _____ (signature)
_____ (print) _____ (signature)
_____ (print) _____ (signature)

Date materials submitted to the Assistant Director for Academic Affairs: _____

FOR OFFICE USE ONLY	Date materials received in Academic Affairs: _____
The following items were received: <ul style="list-style-type: none"><input type="checkbox"/> syllabus<input type="checkbox"/> syllabus check-off sheet (completed and signed)<input type="checkbox"/> current resume and vita for all individuals teaching the course<input type="checkbox"/> rationale for course and expected enrollment<input type="checkbox"/> explanation of payment of tuition and fees<input type="checkbox"/> graduate credit hours of instructor	
Area Coordinator _____ _____ (print) _____ (signature) <input type="checkbox"/> Approved <input type="checkbox"/> Not approved _____ (date)	
Course Number Assigned: _____ _____ Student Services Manager	
Assistant Director for Academic Affairs _____ _____ (print) _____ (signature) <input type="checkbox"/> Approved <input type="checkbox"/> Not approved _____ (date)	