

Committee on Extension Program (CEP)
Procedure on Course Review

Adopted by Faculty Senate

The following procedure specifies the process by which courses taught through the Extension Program are reviewed by the CEP. [See checklist under separate cover]

- 1) A course is proposed to the Extension Program: Note that the proposed course comes from Extension Program itself, from an AUA academic department, or from outside of AUA.
- 2) Staff from the Extension Program completes the following checklist:
 - a) Course title
 - b) Course goals and objectives (including needs/requirements)
 - c) Target group
 - d) Course duration
 - e) Course dates of delivery
 - f) Course syllabus
 - g) Course location/equipment/infrastructure
 - h) Suggested instructor + CV
 - i) Frequency of offering (one time, part of a sequence, etc.)
- 3) Once the checklist is confirmed as complete, staff from the Extension program will submit it for review to the CEP. The Extension Program will submit courses a minimum of two weeks in advance of the start of classes.
- 4) The CEP reviews the course syllabus and the resume of the instructor. When ever appropriate, the CEP will solicit a recommendation from the Dean or faculty member of the appropriate AUA academic department closest to the course subject.
- 5) The CEP makes a decision and sends it to the Extension Program. Decisions are approved as is, approved with changes, and not approved. For courses approved with changes, the Extension Program sends the revised course to CEP for its files.
- 6) The review for a given course is valid for a period of two years if substantial changes have not been made, thus covering repeat offerings of the course during the two year period. Changes in instructors will be sent to CEP for approval. Note that English courses will be granted an expedited approval through Dec 31, 2008.
- 7) In addition to the above, a quarterly list of all Extension Program courses is submitted to CEP for its files.

This procedure has the approval of the FS CEP, Extension Program, and the AUA Provost.