

Packaged Courses

Packaged courses are authorized by the Master Agreement between the IFO and the Minnesota State Colleges and Universities Board of Trustees. Article 10, Section A, subd. 6 (Miscellaneous Instructional Categories) states:

Faculty members providing packaged courses or correspondence courses approved by the President/designee shall be compensated at the rate of sixty-five dollars (\$65) per credit per student. For purposes of determining compensation paid under this subdivision, a three (3) credit graduate course shall be the equivalent of a four (4) credit undergraduate course, and a four (4) credit graduate course shall be the equivalent of a five (5) credit undergraduate course. All other graduate courses shall be calculated as the equivalent of one and one fourth (1.25) undergraduate credits per one (1) graduate credit hour. Graduate equivalency shall apply only to courses exclusively for graduate students. Non-credit generating workshop instruction may be compensated at overload rate as provided in Article 12, Section B.

To be considered as a Packaged Course, a proposal must be

- submitted by a faculty member to the department for approval
- reviewed and approved by the college Dean; Extended Learning will not approve Packaged Courses
- reviewed and approved by the Vice President for Academic and Student Affairs
- submitted with sufficient lead time to allow for adequate review, and so that the units involved can properly market the course and obtain sufficient enrollment
- submitted with a rationale for the audience and delivery. All courses must be approved courses as per the curricular approval process

Recommended Guidelines for Packaged Courses

- Academic quality must be insured
- Packaged courses should not “compete” for students in regularly scheduled courses
- Packaged courses should meet needs that cannot be met by regularly scheduled courses
- Packaged courses should have the same enrollment limits as regularly-funded courses
- Packaged courses should predominantly be online or off-campus; on-campus packaged courses should be extremely rare
- Packaged courses should primarily be used for the following:
 - Meeting student demand for a specialized course in order to allow timely graduation
 - Meeting demand for a specialized (off-campus) audience
- Packaged courses should NOT:
 - Be used to offer additional sections of regularly offered courses, especially lower-division and general education courses
 - Be used in place of overload or adjunct faculty

Funding and Registration

- Departments/Colleges will manage the paperwork for payment of faculty offering packaged courses.
- Departments/Colleges will enter course data input sheets for the approved courses.
- Payment to faculty is initiated following the last day in the semester that students can officially drop. Student financial responsibility is five days after the start of the semester. If packaged courses are scheduled at times different than the semester calendar, a date will be established by which students become financially responsible for payment (5th day).

Student Records System:

- Course identification is section 78 or 79;
- Because courses are approved “regular” MSU courses, the courses are on the transcript as traditional courses;
- Courses run on the semester, incompletes given in line with university procedures (see “Incomplete Grades” in the Undergraduate Bulletin).

Packaged Courses are University courses and follow all relevant University policies and procedures. Any adjunct teaching packaged courses may teach no more than 10 credits (packaged and other) per year as noted in the Collective Bargaining Agreement.

Tuition and Revenue Management

- Packaged courses are a part of banded tuition; packaged courses are not designed or intended to create revenue
- There will be a limited number of approved packaged courses based on the criteria set for packaged course use; this number is not a set limit, but the criteria should result in limited numbers
- Finance and Administration will cover costs for packaged courses
- Any revenue after faculty salary would go back into the general fund for university use

PACKAGED COURSE PROPOSAL FORM

Instructor: _____

Term in which package course will be offered: _____

Department, Course Number, Title: _____

Justification (Describe need for course and intended audience; packaged courses may not compete with regularly scheduled classes):

Approval:
Department Chair:

Print Name Signature Date

College Dean:

Print Name Signature Date

Academic Affairs:

Print Name Signature Date

Original Retained by Academic Affairs
Approved Copies to:

Department
College
Registrar

Once approved, Department will need to initiate UPD for faculty member teaching the course