


Appendix D – Brandman University Credit Hour Bridging Curriculum Evaluation Template



T4
Credit Hour Bridging Curriculum Evaluation Template

The purpose of this template is to propose curriculum that will be bridged *from* training and education that does not currently carry academic credit to credit opportunities within Brandman University. The training and education providers may be organizations/institutions outside higher education or within higher education.

This template includes:

Step 1: Initial Evidence, Curriculum Review, Equivalences, and Credit Hour Calculation

- Description and Rationale** needed to justify the resources to move forward. This section addresses the details of the project as well as the partner organization.
- Review and Recommendation**
- Curriculum** which includes discussion academic faculty review of curricular materials as well as details of curriculum processes and implementation.
- Credit Hour Calculation** which requires information about hours devoted to direct and indirect instruction.
- Credit Recommendation** which includes the level of learning, the method of bridging, and the course equivalency.
- Review and Recommendation**


For all template work, please spell out all organization names, etc. when you first use them. Include the abbreviation in parentheses, and then feel free to abbreviate in later references.

A. Description and Rationale:

- Project Lead Name and Title:**
- School:**
- Title of Program/Training:**
- Description of Program/Training (3-4 sentences):**

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- Demand/Rationale/Justification:** In one to two paragraphs describe the justification/impetus for this bridging opportunity. Include brief information about the organization outside of Brandman University that provides the program/training.
- Describe other partnerships/relationships Brandman has had with this organization, if any.**
- List other institutions that work with this organization for bridging opportunities, if applicable.**

C: Curriculum Review

- What curriculum documents that support key components of the training are provided by the partner? Please list and embed them. (also, note where full breadth of documents are located so they are available if requested as evidence)**
- Who are the Brandman University faculty members that conducted the curriculum review, and what are their relevant areas of expertise?**
- Explain requirements for program completion as well as evidence of learning (final exam, completion of all assignments, a certain grade on work, minimum hours in program, etc.).**
- What catalog copy, if any, is anticipated for bridging this program/training (i.e. where it will "live" in the catalog, relevant program, Brandman course articulation)? If there will not be catalog copy, explain why not.**
- In what modality is the program offered?**
 - Online
 - Blended
 - Online and Blended
 - Other

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6. Describe the instructor qualifications.

7. Describe the instructor's role in facilitating instruction, such as grading only, providing synchronous instruction, etc.

8. Describe the total number of hours required to complete the program.

9. State proposed year and trimester for Brandman's implementation of the bridging curriculum.


10. Describe criteria for participating in the program (i.e. who are the prospective participants and what are requirements for their involvement in the program, such as earned degrees or certificates or years of tenure at a company).

11. Explain how completion will be documented to Brandman, such as via transcript, completion certificate, etc.

D. Credit Hour Calculation: Please complete the table below.

Classroom or Direct Faculty Instruction (in-class and/or online)	Hours Devoted to this Assignment
Synchronous instructor-led instruction (virtual classes/webinars/in-class)	
Discussion Board Forums	
Group work in Wiki	
Pair work in Wiki	
Voice-over instructor-led instruction	

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Interactive video with instructor	
Laboratory instruction	
Laboratory simulations/activities	
Quizzes, Exams	
Student to instructor interaction (tutoring time, scheduled meetings)	
Field trip (with instructor present)	
Student presentations	
Journals	
Blogs	
Google collaborative tools	
Other....please describe	
Total	
Out of Class Assignments	Hours Devoted to this Assignment
Readings (e.g., online, text, articles, other sources)	
Watching Videos	
Audio podcasts or recordings	
Instructional games	
Simulations	
Project work	
Class social media sites for group discussion/participation	
Writing assignments	
Student to student interaction	
Experiential learning activities	
Clinical/Practicum hours	
Synthesis/processing/reflection time (for assignments such as: written papers, presentations and projects)	
Field trips (without instructor present)	
Service learning projects	
Studying and preparation time for assignments and exams	
Research for papers or assignments	
Peer to peer study groups	
Interview experts in the field	
Other....please describe	
Total	
Grand Total	

Total Hours for Classroom or Direct Faculty Instruction: _____

Total Hours for Out of Class Assignments: _____

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E. Credit Recommendation:

Classroom/Direct Faculty Instruction (in-class & online)	Out-of-class Student Work	Number of credits
45	90	3
30	60	2
15	30	1

1. Number of Credits:

2. Level of learning (choose from below):

Lower Division Undergraduate

Upper Division Undergraduate

Graduate

3. Credit is Bridged Through (choose one):

Block Transfer (note below):

General

Subject Specific (e.g. EDUU): _____

Equivalent Course (See step 4 below)

New Course (See step 5 below)

4. Brandman University Course Equivalency (if applicable):


a. Equivalent Course Title: _____

b. Equivalent Course Number: _____

c. Credit/Course Equivalency Mapping: Please complete the table below if an equivalency recommendation will be made. If not, note NA. _____

Bridged Curriculum (from partner)		Alignment to Brandman Curriculum	
Evaluated Training Learning Outcomes	Evaluated Training Demonstration of Mastery per Outcome	BU Course Learning Outcomes	BU Course Demonstration of Mastery per Outcome

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5. New Course Request:

a. Course Title:

b. Course Number:

c. Can this course be used toward degree completion?

Yes (If yes, please answer section 5d below.)

No

d. Program Alignment: Please identify the program and whether the course will be a requirement or an elective.

Program: _____

Core Course

Emphasis Area

Certificate

Elective

F. REVIEW AND RECOMMENDATION:

- Curriculum Team Discussion, if applicable to Academic Schools (Date):
- Dean (Name, Signature, Date):
- Faculty Evaluator (Name, Signature, Date):
- Meeting with Office of Institutional Assessment and Planning (Date):
- Meeting with APS (Date):
- Dean submits Step 1 to Deans' Council
- Deans' Council Discussion of Step 1 (Meeting Date):
- Recommended Outcome (Choose from below: Next Steps Determined by Deans' Council)

CAC Presentation Date and Outcome (if applicable/only if program crosses two Schools)

CHIT Presentation Date and Outcome

Template not supported for continuation (please explain)

Other (please explain)

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