

CareerPLUS+

BAS Program FAQs

- **Tell me more about the Bachelor of Applied Studies (BAS) degree.**

The online Bachelor of Applied Studies (BAS) degree from Clarke University is designed for adult learners and allows students to tailor their degree to them as they pursue a major (contract major) in Liberal Studies. Emphasis areas include Leadership & Management and Strategic Marketing & Public Relations. To pursue a BAS degree at Clarke, a student must first already hold an AA, AS, or bachelor's degree from an accredited institution, but if they do not yet hold an AA, AS, or Bachelor's degree, they have the option of earning an AA degree through Clarke University.

In addition to offering a number of 3-credit online courses for the BAS program, designated CareerPLUS badges (composed of three 15-hour CareerPLUS micro courses) are aligned with credit-bearing Clarke undergraduate courses, allowing these badges to be easily converted to academic credit through a process called Prior Learning Assessment (PLA) after an individual has been admitted as a degree-seeking student at Clarke.

Clarke is partnering with Ruffalo Noel Levitz (RNL) – formerly Helix Education – for support in instructional design, enrollment management, marketing, and academic coaching/advising for the BAS program/students.

- **Are the courses being offered for the BAS already courses that Clarke offers?**

Yes, while the content and overall experience may “feel” different, the BAS courses will align with the courses/course outcomes that are already “on the books” at Clarke. Clarke faculty or other Clarke subject matter experts will be working with RNL instructional designers to put these courses into an online, asynchronous format tailored to adult learners who already have significant life & work experience.

- **How is a BAS course different from a “typical” Clarke course?**

BAS courses will all be offered in an online, asynchronous format in 7- or 8-week terms (6 start dates per year). Course content will be designed with a professional, working adult in mind who can apply content to their workplaces. Clarke faculty or other Clarke subject matter experts still serve as instructors for the BAS courses.

- **Will instructors have to build their own course in Moodle?**

No. The course will already be built in Moodle for the instructor. Content from the master course shell in Moodle will be imported for instructors prior to the course start date by CareerPLUS staff.

- **Will the academic calendar for the BAS program be the same as our traditional academic calendar?**

Yes. BAS courses will all start and end in alignment with the Session I and Session II dates on the academic calendar. During the Fall and Spring semesters, the terms will be 8 weeks (7 weeks of instruction plus one week of finals). During the summer, there will be two 7-week terms (no finals week).

There will be six start terms per year for the BAS students:

- Fall Session I
- Fall Session II
- Spring Session I
- Spring Session II
- Summer Session I
- Summer Session II

- **Will there be an introductory course for the BAS students introducing them to Clarke, support resources, success strategies?**

Yes. A Clarke faculty member will work with an RNL instructional designer in Summer 2021 to design this course. This course will be offered during each of the six start terms throughout the year.

- **Will traditional undergraduate courses be allowed to take BAS courses (and vice versa)?**

No. Traditional Undergraduate students will not be allowed to take BAS courses. BAS students will not be taking traditional undergraduate courses unless they absolutely need it to graduate. There will be a registration rule set up to enforce these policies. In CU Hub, BAS courses will have CareerPLUS listed in the “location” field and will have “CP” as part of the section number.

2021 Spring

BUMG-320-1 Organizational Behavior		
Seats	Times	Locations
6	T/Th 9:30 AM - 10:45 AM 01-19-21 - 05-13-21	Clarke, CBH 333 Lecture

2022 Spring

BUMG-320-1 Organizational Behavior		
Seats	Times	Locations
25	Meeting Times TBD	

2022 Summer

BUMG-320-CP1 Organizational Behavior Runs from 05-16-22 - 07-03-22		
Seats	Times	Locations
25	05-16-22 - 07-03-22	CareerPLUS On-Line

- **How will BAS courses be kept separate from “regular” courses in the CU Hub registration system?**

- A “CareerPLUS Degree” Location has been created in in Colleague/CU Hub. This will make is easier for the BAS students to see which courses are BAS courses, and will prevent traditional undergrad students from being confused by

the presence of BAS courses in the general “Clarke” location in CU Hub. A registration rule is also set up so that BAS students can’t register for traditional undergraduate courses and vice versa.

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: Meeting Start Date: Meeting End Date:

Courses And Sections

Subject: Course number: Section:

Subject: Course number: Section:

Subject: Course number: Section:

[+ Add More...](#)

Days Of Week

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Location:

Academic Level:

Time Of Day: Time Starts by: Time Ends by:

Course Type:

[Clear](#) [Search](#)

- **What is the time commitment to teach a BAS course?**

*A 3-credit course over a period of 7 weeks would mean the instructor spends approximately **6 hours per week** in “direct instruction” (i.e. responding to discussion posts, posting announcement videos, etc.) **and approximately 12 hours per week** in “indirect instruction” (i.e. prep work, grading assignments, etc.).*

Direct instruction in online learning is satisfied by several means which can include, but is not limited to, instructors providing the following:

- ◆ *Written or video lectures*
- ◆ *Discussions moderated by instructors*
- ◆ *Academic feedback*
- ◆ *Announcements*
- ◆ *Module/Unit Introductions*
- ◆ *Descriptions/Modeling of Assignments & Learning Activities*
- ◆ *Quizzes/Tests*

Indirect instruction in online learning is satisfied by several means which can include, but is not limited to, the students doing the following:

- ◆ *Completion of readings*
- ◆ *Completion of projects, papers, and presentations*
- ◆ *Interacting with peers in online discussions*

- ◆ *Interpretation of data*
- ◆ *Virtual study groups*
- ◆ *Group projects*
- ◆ *Simulations*

- **What is the amount of time a student would spend in a BAS course?**

A BAS student would spend approximately 6 hours per week “in class” engaging with course materials and approximately 12 hours per week (“outside of class”) working on assignments, projects, papers, etc. In summary, students will spend 19 hours per week on each 7-week course (135 hours total per course).

- **How many students need to be enrolled for the course to run? When is the decision made on whether a course will run or not? Will an instructor’s payment amount/credit load depend on the number of students enrolled in the course?**

Since the BAS degree program is a new program, it is unlikely that a course will be cancelled unless there are zero enrolled students in the course; however, it is possible that a course may be cancelled due to low enrollment. All efforts will be made for all scheduled courses to run. Typically a decision will be made at least a week prior to the first day of classes to allow the maximum number of students to register. Payments/faculty load for instructors in the BAS program will follow Clarke University’s course minimum policy, which is as follows:

Current academic year 2020-2021		2021-2022		2022-2023	
Course Enrollment	Faculty Load (based upon 3 cr hour course)	Course Enrollment	Faculty Load (based upon 3 cr hour course)	Course Enrollment	Faculty Load (based upon 3 cr hour course)
5+ students	3 cr	6+ students	3 cr	7+ students	3 cr
4 students	2.5 cr	5 students	2.5 cr	6 students	2.5 cr
3 students	2 cr	4 students	2 cr	5 students	2 cr
2 students	1 cr	3 students	1.5 cr	4 students	2 cr
1 student	.5 cr	2 students	1 cr	3 students	1 cr
		1 student	.5 cr	2 students	1 cr
				1 student	.5 cr

Note for Adjuncts Receiving Payment instead of Credit Load: 1 credit = \$900

- **If a course is cancelled, will the instructor still receive payment/load?**
 - No, if the course is cancelled due to no or low enrollment, the instructor will not receive payment/load for that course.
- **When does the instructor get access to the course in Moodle?**
 - If the course is just finishing the design/build process, the instructor will get access to the course in Moodle at least two weeks prior to the start date of the course. If the course has completed the build process, instructors will get access to the course at least one month in advance of the course start date.
- **When do students get access to the course in Moodle?**
 - Students will get access to the course one week prior to the start date of the course.
- **What is the instructor's role in the census certification (roster verification) process for the BAS degree program?**

The registrar's office at Clarke sends an email about Census Certification to all instructors with detailed instructions about the process.

Instructors will need to log in to their CU Hub account, select their course, and mark any students who have not attended. Attendance in a CareerPLUS BAS degree course is determined by posting to the initial "Introduce Yourself" discussion post no later than 11:59 PM CT on Thursday, during the first week of the session. Failure to post could result in the student's removal from the course.

Why Census Certification is Important:

- Accurate Full-time Equivalency (FTE) for Clarke University
- Accurate enrollment reporting to the Department of Education and lenders
- Accurate financial aid packages and tuition bills for students
- Roster is correct when it is time to grade
- Students can be located in case of emergency

- **Can instructors make edits to the course content in Moodle?**

To ensure the best possible learning experience for busy adult enrolled in the CareerPLUS BAS degree program, courses are being designed using the "Master Course" or "Model Course" model, which means that a single version of a course will be used no matter who is teaching the course. Master courses for the BAS degree program are designed with the support of instructional designers and are built to ensure a consistent learning environment/student experience across all courses offered through the program.

If instructors notice any significant revisions that need to be made to the course content (other than uploading the session-specific syllabus, posting

announcements/videos, etc.), please reach out to the Director of the Institute for Professional Excellence (careerplus@clarke.edu) before you significantly change, add, or delete course content. Requested changes will be reviewed, and if approved, will be updated in the master course shell in Moodle and other course materials.

If there is an urgent change that needs to be made in the course (for example, a typo, broken link, or incorrect information), the instructor can make the change directly in Moodle; however, be sure to let careerplus@clarke.edu know what change has been made so that the Master course shell can be updated as well.

How will the course evaluation (IDEA survey) be conducted?

The same survey tool used for other Clarke courses (the IDEA survey) will be used for the BAS degree program. A nationally-normed, research based, and commercially available tool for course evaluation, the IDEA survey is designed to provide feedback faculty can use—formative feedback that gives suggestions for improvement—as well as summative feedback that can be used as a component of a more comprehensive system of faculty evaluation. The focus of the instrument is on student learning—NOT student opinions about how well a faculty member teaches. The IDEA philosophy is that students are not qualified to evaluate faculty, but they are important sources of data to inform faculty and administrators about student learning in a course.

The report provided to faculty and administrators presents key feedback for improving a course, including: Student progress on Relevant Learning Objectives, Observations of specific Teaching Methods, and Overall Summary Ratings. All course evaluations are completed via a secure online-system during the University-designated timeframe. The Office of the Vice President for Academic Affairs manages the behind-the-scenes set-up of this feedback tool, and faculty receive email notifications when the evaluation timeframe is to begin.

The **IDEA Survey Link** is <https://clarke.campuslabs.com/courseeval/>. This link doesn't change year to year so it will be built into the master course shells in Moodle along with a description letting the student know that it will be available to complete at the end of the session. The Instructor will need to add in the specific open/close dates for the survey for the given session. For Session I and Session II courses, the survey typically opens during the final week of classes.

Instructors must complete the Objective Selection Form (OSF) and will have the opportunity to add questions to the survey by the date specified in the email from Academic Affairs.

There must be at least 3 students enrolled in the course for the survey to open. If there aren't 3 students in the class, there won't be an IDEA survey for students in that course to complete. If there are more than 3 students in the class, but if there aren't at least 3 students who respond to the IDEA survey, the instructor will not get a report of the responses.

The survey takes 15-20 minutes for students to complete. Students may log in to the survey with their Clarke credentials (ID using the underscore between first and last names and password). Once they login, they will see the class(es) using the IDEA Student Ratings of Instruction. They'll need to select the course(s) they're enrolled in to evaluate, but they'll only be able to see courses they're enrolled in that have more than 3 people enrolled.)

The Director of the Institute for Professional Excellence will have access to view the evaluation results for the BAS courses. Survey response reports will be sent out to instructors after final grades for the semester are submitted (even for Session I courses).

- **Can instructors edit/change/modify content/quizzes/assignments/etc. in Moodle?**

If you notice any revisions that need to be made to the course, notify careerplus@clarke.edu to make the update in Moodle and other course materials. If there is an urgent change that needs to be made in the course, the instructor can make it directly in Moodle, but be sure to let careerplus@clarke.edu know what change has been made so that the Master course shell can be updated as well.

- **How and when do I post final grades?**

Instructors will receive an email from the Registrar's Office regarding how to submit final grades and the associated deadline. A [grading tutorial](#) is available for directions on how to enter grades in CU hub. The grading deadlines are on the [academic calendar](#).

BAS Key Processes

- **Application/Admission**

- BAS students will apply through the RNL application, with support and follow-up communications coming from RNL enrollment coaches. Julie Cirks in the Admission Office at Clarke will make the final acceptance decision.

- **Communications – Who Does What**

- Clarke will send out the electronic Acceptance Letter and login email. RNL will take care of the other post-decision communications/reminders. The RNL enrollment coaches have an outreach strategy (phone/email/walkthrough) to stay connected with students and ensure that they are prepared for their first day of class—utilizing Clarke's onboarding materials as a part of this.

- **Financial Aid communication**

- RNL coaches generally communicate with the students regarding Financial Aid. The only exception around that is there is generally some communication coming from the institution directly to the student, either by mail/e-mail letting the student know if they have been selected for verification or need additional documentation to determine eligibility + award. If that information is passed on to the RNL team, either through integration or manually, RNL enrollment coaches will also follow

up on Clarke's behalf to inform the student and collect the documents to turn into the financial aid team.

- **Writing/Tutoring/IT Support/Counseling Services**
 - RNL success coaches will refer students to Clarke for writing/academic/IT support/counseling services. Clarke will continue to discuss how to ensure that we have adequate support services in place in the evenings, weekends, and during the summer for BAS students. Meetings are or will be set up with the appropriate areas at Clarke to discuss this further.