Prairie View A&M University
Distance Education
COURSE APPROVAL FORM

For each course presented to the University Distance Learning Council to be considered for offering in a distance format, evidence of conformance with the "Principles of Good Practice" is required. Faculty will also need to complete the attached self-study to indicate whether the course meets the Principles of Good Practice and has adequate technical support.

COURSE INFORMATION

Much of the information in this section may be used for the various catalog course listings.

Course Number: ECON 5003

Title of Course: CONCEPTS OF ECONOMIC ANALYSIS

Instructor Name: Dr. Rahim Quazi

Title: Associate Professor  Status: Full Time  Part-Time

Instructor Telephone Number: 936-261-9225

E-mail Address for instructor: rmquazi@pvamu.edu

Web address where course can be reviewed: http://webct.pvamu.edu:8900/SCRIPT/20123/scripts/serve_home

Intended audience: Graduate business students

Prerequisite(s) and/or required academic level of students: Graduate status

Has this course been offered by distance previously? No

Course description:

Analysis of supply and demand, production and cost functions, price and output determination under different market conditions, and resource pricing. Means of national income and output determination, and issues related to unemployment, inflation, business cycles, monetary and fiscal policies, economic development and growth, and the global linkage of national economies.
Please list all required textbooks and supplements:

Title: *Fundamentals of Economics, 3rd Edition*
Author: Boyes and Melvin
Publisher: Houghton Mifflin
ISBN #: 0618496300

Title:
Author:
Publisher:
ISBN #:

Title:
Author:
Publisher:
ISBN #:

TECHNICAL REQUIREMENTS

Provide the name of the platform if the course has not been developed on WebCT (for example, VCampus, Blackboard, Web Course in a Box, etc.)

WebCT

**Discussion/Chat:**
Asynchronous (threaded discussion)  Synchronous (live chat)
Additional Information

**Audio:** None
Number of segments  Length of longest segment

**Method of Delivery** Posted on WebCT
(streaming via RealAudio, Quicktime or other; delivered on CD-ROM, etc.)
Additional Information

**Video:**
Number of segments  Length of longest segment
Method of Delivery
(streaming via RealMedia, Quicktime or other; delivered on CD-ROM, etc.)
Additional Information
**Content-Hosting:**
Will content be hosted on a server residing at this campus?  **Yes**  **No**

If No, please indicate why this choice was made:

**URL Link:**  [http://webct.pvamu.edu:8900/SCRIPT/20123/scripts/serve_home](http://webct.pvamu.edu:8900/SCRIPT/20123/scripts/serve_home)
Please provide the URL where the course will reside.

**COURSE COPYRIGHT AND PERMISSIONS**

In any case where the course author(s) contribute copyrightable expression, the course author(s) warrant that they are the only owner(s) of the copyrightable expression and have full power and authority to make this agreement; and that the course materials do not infringe any copyright, violate any property rights, or contain any scandalous, libelous, or unlawful matter.

**Name(s) of course copyright holder(s):** Dr. Rahim Quazi

Have you confirmed that the course materials that were not developed by the copyright holder are "fair use" or that you are otherwise exempt from liability from infringement?

**Yes**  **In Process**  **No**

If not, have you acquired permission to use or link to the materials?

**Yes**  **In Process**  **No**

**Additional Information/Comments:**
The Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically were developed by the Western Interstate Commission for Higher Education and adopted by the Texas Higher Education Coordinating Board. These Principles provide an outline for consideration when developing, teaching or evaluating the quality of electronic instruction. Therefore, the college requires this self-study as an assurance that all distance courses offered by the college meet these guidelines. (Throughout the following pages, the Principles are in bold.) It is not necessary for you to provide a positive response to each question. However, these questions should indicate course attributes you may want to add, areas that you may wish to improve or further develop, and issues to be addressed during instruction.

Certain assumptions are central to the Principles of Good Practice as well as this self-study:

1. The program or course offered electronically is provided by or through an institution that is accredited by an accrediting agency recognized by the Texas Higher Education Coordinating Board and authorized to operate in the state where the program or course originates.

2. The institution's programs and courses holding specialized accreditation meet the same requirements when offered electronically.

3. The "institution" may be a single institution or a consortium of such institutions.

4. These principles are generally applicable to degree or certificate programs and to courses offered for academic credit.

5. It is the institution's responsibility to review educational programs and courses it provides electronically and certify continued compliance with these principles.

6. Institutions offering programs or for-credit courses are responsible for satisfying all in-state approval and accreditation requirements before students are enrolled.
PRINCIPLES OF GOOD PRACTICE: CURRICULUM AND INSTRUCTION

1. The program or course results in learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded.

Yes No

Degree or certificate (if applicable)

2. The degree or certificate program or course offered electronically is coherent and complete.

Necessary course materials are identified. Information on how to purchase or obtain materials online or via phone is provided, if needed.

Yes No

b. The course includes (required):

-- introduction .................................................. Yes No
-- instructor biographical information .................. Yes No
-- syllabus, details of course content or course menu * Yes No
-- information about course and course logistics........ Yes No
-- information about course policies and procedures..... Yes No
-- learning objectives ......................................... Yes No
-- reading list, bibliography and/or external references Yes No
-- course dates and deadlines ................................ Yes No
-- specific instructions on assignments .................. Yes No
-- email address for instructor ................................ Yes No
-- pages of content ............................................. Yes No
-- graphical and multimedia elements .................... Yes No
-- technical drawings, tables, etc ......................... Yes No
-- PDF and other downloadable files ...................... Yes No
-- links to other web sites ................................... Yes No
-- interactive exercises ...................................... Yes No
-- evaluation instruments .................................... Yes No
-- link to online conferencing .............................. Yes No
-- technical support information or link ................ Yes No
-- technical requirements for the course ................ Yes No
3. The program or course provides for appropriate interaction between faculty and students and among students.

a. Interaction with and among students is achieved through (check all that apply):

- Asynchronous discussion
- Synchronous chat
- Team projects
- Individual email
- Group email
- Audioconference
- Students post projects/assignments online for review by faculty or other students
- Other

b. Feedback for students on assignments and questions will be provided in a timely manner and guidelines for feedback is defined or outlined in the syllabus or course menu.

Yes  No

Additional information

4. Qualified faculty provide appropriate oversight of the program or course that is offered electronically.

a. Faculty member(s) meet SACS requirements.

Yes  No

b. When teaching the course, the faculty member will be available to support and communicate with the students and oversee student progress and evaluation.

Yes  No

Additional information

c. Is this course self-paced or is the student’s progress defined by the instructor (for example, are there deadlines for discussion participation, quizzes, tests or assignments)?

Student’s progress defined by the instructor

d. Will this course be a part of or in addition to the faculty’s normal teaching load?

A part of the faculty’s normal teaching load
5. Programs or courses offered electronically are offered on the campus of the institution where the programs or courses originate.
   a. Is this course part of the on-campus course inventory?
      Yes       No
   b. Is this course also taught on-campus in a traditional format?
      Yes       No

6. Academic standards for all programs or courses offered electronically will be the same as those for programs or courses delivered by other means at the institution where the program or course originates.
   Yes       No

7. It is anticipated that student learning in the online course will be comparable to student learning in courses offered at the campus where the program or course originates.
   Yes       No

Additional information

PRINCIPLES OF GOOD PRACTICE: INSTITUTIONAL CONTEXT AND COMMITMENT

ROLE AND MISSION

1. The program or course is consistent with the institution's role and mission. Review and approval processes ensure the appropriateness of the technology being used to meet the objectives of the program or course.
   Yes       No

Additional information

STUDENTS AND STUDENT SERVICES

2. Program or course announcements and electronic catalog and schedule entries provide appropriate information (about course and services).
3. The program or course provides students with clear, complete, and timely information on:
   a. the curriculum  
      Yes  No
   b. course and/or degree requirements  
      Yes  No
   c. nature of faculty/student interaction  
      Yes  No
   d. assumptions about technological competence and skills  
      Yes  No
   e. technical equipment requirements  
      Yes  No
   f. availability of academic support services  
      Yes  No
   g. financial aid resources, and costs and payment policies  
      Yes  No

4. Enrolled students have reasonable and adequate access to the range of student services and student rights appropriate to support their learning.
   a. Technical support will be provided:  Yes  No
      If yes, provider will be: PVAMU Help Desk
      How will students access the support? Extension 2525 or 1-877-241-1752
      What hours/days of the week will support be provided? 24 hours/7 days
   b. Student advising will be provided:  Yes  No
      How will students access the advisor? By appointments
5. The institution has admission/acceptance criteria in place to assess the extent to which a student has the background, knowledge and technical skills required to undertake the program or course.

Yes  No

6. Advertising, recruiting, and admissions materials clearly and accurately represent the program or course and the services available.

Yes  No

FACULTY SUPPORT

7. The program or course provides faculty support services specifically related to teaching via an electronic system.

a. Will the course be reviewed for revisions at regular intervals?

Yes  No

b. Will production and instruction design support be provided for revisions?

Yes  No

c. If major revisions or additions will take place during the semester in which the course will first be offered, please provide details.

None anticipated

d. If major revisions or additions take place during future semesters while the course is being taught, please provide details.

Revisions and/or additions may take place if deemed necessary
8. The institution assures appropriate training for faculty who teach via the use of technology.

   a. What training have faculty received? (Please check all that apply.)

      Online course development training
      Online instruction training
      In-house (on campus) training
      Outsourced training

      Previous Institution (University of Georgia)

      Provide additional information as needed:

   b. Will opportunities for additional training on online course development and instruction be offered to faculty?

      Yes  No

      Additional information

9. The institution provides adequate equipment, software, and communications access to faculty to support interaction with students, institutions, and other faculty.

   Yes  No

   Please describe

   All faculty members in the College of Business have office computers with internet access and latest software/hardware support.

RESOURCES FOR LEARNING

10. The institution ensures that appropriate learning resources are available to students.

    Yes  No

11. The institution evaluates the adequacy of, and the cost to students for, access to learning resources and documents the use of electronic resources.

    Yes  No
13. The institution demonstrates a commitment to ongoing support, both financial and technical, and to continuation of the program or course for a period of time reasonable and sufficient for students to complete the course or program.

Yes  
No  
Additional information
PRINCIPLES OF GOOD PRACTICE: EVALUATION AND ASSESSMENT

1. The institution evaluates the program's or course's educational effectiveness, including assessments of student learning outcomes, student retention, and student and faculty satisfaction.

   Yes   No

2. At the completion of the program or course, the institution provides for assessment and documentation of student achievement in each course.

   a. Student evaluation is achieved through:

   Quizzes  Tests  Written assignments/projects/journaling
   Group assignments  Participation in discussions/chats

   Additional information
This signature page must be completed and returned to the Office for Distance Education with the Self-Study. It should be completed and signed by the instructing faculty member, the chair of the Departmental Curriculum Committee, the Department Head, and the Dean of the College.

**FACULTY COMMITMENT (to be completed by instructing Faculty)**

The answers to the questions in the self-study above are accurate and truthful. All efforts have been made to insure that copyright permissions have been obtained.

Dr. Rahim Quazi  
Instructor  
Date  
7/2/07

**DEPARTMENTAL CURRICULUM COMMITTEE (to be completed by the Committee Chair)**

The answers to the questions in the self-study above are accurate and truthful.

Dr. Brian Lee  
Chair, Departmental Curriculum Committee  
Date  
7/2/07

**DEPARTMENT APPROVAL (to be completed by the Department Head)**

The answers to the questions in the self-study above are accurate and truthful. I also understand that it is my responsibility to monitor this class to assure that University standards for classroom contact hours are adhered to.

Dr. Sudhir Tandon  
Department Head  
Date  
7/2/07

**COLLEGE APPROVAL (to be completed by the Dean)**

I have reviewed the self-study and concur with the recommendation from the Department.

Dr. Munir Quddus  
Dean  
Date  
7/2/07