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: Misy 5513

Title of Course: Management Information Systems

Instructor Name: VenuGopal Balijepally

Title: Assistant Professor of MIS

Status: Full Time

Instructor Telephone Number: 936-857-4104

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

Web address where course can be reviewed:
http://webct.pvamu.edu:8900/SCRIPT/20273/scripts/serve_home

Intended audience: Graduate students (Master of Business Administration)

Prerequisite(s) and/or required academic level of students: None

Has this course been offered by distance previously? No

Course description:
Fundamental IS knowledge; a foundational understanding of IS functions in relation to other business functions; current and emerging technologies; managerial and organizational understanding of IS functions within a networked or virtual organization; introduction to computer application software used by contemporary managers
Please list all required textbooks and supplements:

Title: *Management Information Systems*, 5th ed.
Author: Oz, Effy
Publisher: Thomson Course Technology, Boston, MA

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<th>Title:</th>
<th>Author:</th>
<th>Publisher:</th>
<th>ISBN #:</th>
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**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.)

N/A

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

Additional Information

**Audio:** N/A

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**Method of Delivery** N/A

(streaming via RealAudio, Quicktime or other; delivered on CD-ROM, etc.)

Additional Information

**Video:** N/A

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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:
Please provide the URL where the course will reside.
http://webct.pvamu.edu:8900/SCRIPT/20273/scripts/serve_home

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):  Thomson Course Technology.

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?  N/A

Yes  In Process  No

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

Yes  In Process  No

Additional Information/Comments:
PRINCIPLES OF GOOD PRACTICE SELF-STUDY

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) Master of Business Administration (MBA)

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
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
      Group email  Individual 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)?

d. Will this course be a part of or in addition to 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).

Yes No

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: helpdesk
How will students access the support? 936-857-2525 or 877-241-1752

What hours/days of the week will support be provided? 24x7

b. Student advising will be provided: Yes No

How will students access the advisor? Only on campus students will be advised.

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.

N/A

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

N/A
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
- [x] In-house (on campus) training
- [ ] Online instruction training
- [ ] Outsourced training

Previous Institution

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:

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
COMMITMENT TO SUPPORT

12. Policies for faculty evaluation include appropriate recognition of teaching and scholarly activities related to programs or courses offered electronically.

☐ Yes ☐ No

Additional information

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/Cases
   Group assignments  Participation in discussions/chats
   Additional information
FACULTY AND COMPONENT COMMITMENT/APPROVAL

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. VENU BALI JEPALLY  10/20/06
Instructor  Date

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

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

Chair, Departmental Curriculum Committee  Date

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.

Department Head  Date

COLLEGE APPROVAL (to be completed by the Dean)

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

Dean  Date