

## **02.CUR.05**

### **TOPICS & SEMINAR COURSE PROPOSAL**

(Revised January 29, 1999)

(Revision draft August 2005)

(Approved COB Faculty, September 29, 2007)

(Reviewed April 2012)

(Revised and Approved by COB Faculty March 9, 2018)

“Current Topics in...” (XXXX 4390) undergraduate courses and “Seminar” (XXXX 5370) graduate courses are available in each discipline of the College to provide faculty the opportunity to offer a focused study on a current topic not covered in the inventory of approved catalog courses. The topic may be a response to a major current issue, or it may be an effort to test the interest and merit of a possible new course.

Faculty proposing topics or seminar courses should provide a basic proposal to the department chair, including the rationale for the course, a general outline of topics or a proposed syllabus, and details regarding the proposer’s interest and background for teaching the course.

The department chair will transmit the proposal to the department faculty for review, comments, or concerns. If the faculty have concerns, the chair will return the proposal with appropriate information for possible revision or with comments to explain the rejection.

If the department faculty are in general agreement, the proposal will be forwarded to the Curriculum Management and Assessment Committee chair. If the committee chair judges there is a possible overlap coverage with other disciplines or there is a related concern, the proposal should be taken to the full committee for action. If disapproved, it will be returned to the department chair with comments. If the chair does not have such concerns or if the committee reviews and approves, the proposal will be forwarded to the Dean for review and final approval.

The process is designed to facilitate and encourage the introduction of innovative courses. The same topics course may be taught under the designation of special topics twice following initial approval for that designation. The course should then be given a regular course number and submitted for approval as a new course in accordance with college process 02.CUR.01. A course may be taught as special topics for a third time providing it has been submitted for approval as a regular course.