

APP 2/26/91

LSC Use Only
Number: _____
Action: _____
Date: _____

UWUCC Use Only
Number: 35
Action: _____
Date: _____

CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I. Title/Author of Change

Course/Program Title: XX281: Special Topics (lower-division)
Suggested 20-Character Course Title: Special Topics [Will vary with each section]
Department: All departments who seek use of the title
Contact Person: Diane L. Duntley

II. If a course, is it being Proposed for:

- _____ Course Revision/Approval Only
- _____ Course Revision/Approval and Liberal Studies Approval
- _____ Liberal Studies Approval Only (course previously has been approved by the University Senate)
- X Generic course number

III. Approvals

	<i>Diane L. Duntley</i>
Department Curriculum Committee	Department Chairperson Initiator
	<i>Mark J. Staszkiwicz</i>
College Curriculum Committee	College Dean Associate Provost
	<i>H. Richard</i>
Director of Liberal Studies (where applicable)	Provost (where applicable)

*College Dean must consult with Provost before approving curriculum changes. Approval by College Dean indicates that the proposed change is consistent with long range planning documents, that all requests for resources made as part of the proposal can be met, and that the proposal has the support of the university administration.

IV. Timetable

Date Submitted to LSC: _____	Semester to be implemented: _____	Date to be published in Catalog: _____
Date Submitted to UWUCC: _____		

Proposed Special Topics #481
Reserved Lower-Division Special Topics #281

The University has a series of numbers that may be used for Special Topics:

xx081	Special Topics	(Institutional Credit)
xx481	Special Topics	(General Undergraduate)
xx581	Special Topics	(Graduate/ dual-level)
xx681	Special Topics	(Graduate only)

The use of xx481 for both lower-division and upper-division courses in the experimental stages has some disadvantages:

- This implies that the course is a senior-level elective and may not accurately represent the course for transcript use;
- The SSNS auditing system expects reasonable congruence of lower-division students with lower-division courses; courses out of compliance will result in funding consequences.

The development of a restricted number "xx281" that would be used consistently across the university for special topics courses focused primarily at lower-division students would be advantageous.

A search of the course master file reveals that there has been only one course which used the 281 number. The Political Science Department has already changed PS281 to another number, so that the number is now clear. In addition, the Political Science Department has had approved IS281 Special Topics in International Studies (see December 1990 Senate agenda), with the anticipation that other lower-division special topics courses may be approved.

Therefore, it is proposed that the Curriculum Committee (UWUCC) establish 281 as a reserved number for lower-division special topics courses, with the understanding that (1) each department which wishes to establish that number in their course offerings will submit the usual material to the UWUCC, (2) all restrictions about the use of 481 also apply to 281, and (3) a department may offer a specific topic only three times whether as 481 or 281.

Attachment: "Special Topics", UWUCC Handbook, 1990, p. 25.

prepared 12/13/90
DL Duntley

Special Topics

The Special Topics course is intended by the UWUCC to be used by a department when a course is in the experimental stage of development. The designation of a special topics course is to be used when it would be inappropriate to submit a formal request for a new course until the content, methods and procedures for offering the course are stabilized. It may also be appropriate for a department to offer a Special Topic when the subject for the course has a short life span or when a visiting professor, with unique expertise, is teaching in the department.

A tentative syllabus for each Special Topics, using the UWUCC format, must be submitted to and approved by the department curriculum committee and the department chairperson in the semester prior to its being offered. In no case should a Special Topic be offered without a syllabus review by the department curriculum committee. Where a course is not departmentally housed, for example Ed 481 or a special topics course in Woman's Studies, the syllabus must be reviewed by the appropriate curriculum committee.

Forward Course Descriptions with Scheduling Materials

Because a course description for a Special topics course does not appear in the Undergraduate Catalog, department chairpersons must submit, with their scheduling materials, an appropriate course description for each of the Special Topics courses being offered by their department. These descriptions will be published in the Undergraduate Schedule so that students will be better informed about the content of such courses.

Restrictions on the use of a Special Topics course:

The Senate passed a policy governing the number of times a special topics course can be offered at their April 27, 1988 meeting. It states: University practice has restricted the offering of any Special Topics to three times. The third time a Special Topics is scheduled, the department should begin making application to the UWUCC for course approval.

It is the responsibility of the department chairperson and the College Dean, who must sign off on all class schedules, to monitor the offering of each Special Topic to insure it is not offered more than three times and that it does not become a normal part of a department's curriculum without receiving formal approval by the UWUCC.