MEMORANDUM

To: Curriculum Committee

From: Lance Uyeda, Chair

Date: January 26, 2016

Subject: Special Topics Courses

On November 10, 2015 a special topics subcommittee met to discuss Banner, catalog, and scheduling concerns related to special topics courses. The subcommittee made three recommendations.

1. The course catalog should contain a statement that defines special topics courses and differentiates them from experimental courses.
2. The curriculum committee should work with instructors who regularly offer special topics courses to 1) create either alphas for those courses, if appropriate (e.g., REL 296 A - Religion and Science Fiction, REL 296 B - Sacred Places, etc.), or regular course numbers for them, and 2) decide whether those courses ought to be listed as fulfilling distribution requirements.
3. For infrequently offered special topics courses not intended for the catalog, instructors should submit paperwork to the office of the Vice Chancellor of Academic Affairs. A form should be created for this purpose.

Below are 1) a statement on special topics and experimental courses for the catalog, 2) language defining special topics and experimental courses for the WCC website, and 3) the proposed VCAA office form.

Catalog Statement

Course Numbering (p. 58)

Courses ending in -92, -94, or -96 are special topics courses dealing with timely issues or unique subject matter not included in the main curriculum. These courses may be infrequently offered.

Undergraduate courses ending in -97 or -98 are experimental courses and will be offered for only one year on this basis.

Courses ending in -97 or -98 are experimental courses proposed for inclusion in the main curriculum and are offered for only one year on this basis.
Experimental and Special Topics Courses

Experimental courses are new courses proposed for inclusion in the college curriculum. Before taking their place in the college's permanent offerings, these courses are often designated experimental to indicate that their content, learning outcomes, assignments, and delivery methods may be new.

Special topics courses are infrequently or irregularly offered courses on topics that may fall into one or more of the following categories.

1. *Topics of emerging interest.* These topics may be considered special because they are of current importance but may or may not remain in the college curriculum.

2. *Topics that reflect an instructor's special expertise.* These topics may be considered special because they reflect an instructor's expertise in an area outside of his or her discipline's main fields.

3. *Topics that are advanced or consist of specialized content.* These topics may be considered special because they require knowledge or training that is more specific or detailed than is typical of related courses at the college.
Windward Community College Special Topic Course Proposal

Please use this form for courses dealing with timely issues or unique subject matter that may not be appropriate for inclusion in the course catalog.

This course is proposed for ___Fall ___Spring ___Summer 20___.

Please note VCAA office submission deadlines:

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>March 1</td>
<td>September 30</td>
<td>December 1</td>
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1. Alpha:________
2. Number:________ (_96) 3. Credits:____

4. Title:____________________________________

5. Has the special topic course been offered previously? This information is necessary to determine repeat grades/credits.

   ___No  ___Yes, as ______________________ (course number) in __________________ (term).


7. Please attach a course syllabus.

Requested by: ________________________________________________

   Instructor                        Date

Approved by: __________________________

   Department Chair                   Date

________________________________________

   Dean                                Date
Curriculum Proposal Review Levels

Proposal: Special Topics Courses

[Signatures of Curriculum Chair, Faculty Senate Chair, Division I Dean, Division II Dean, Vice Chancellor, and Chancellor with dates: 2/9/16, 2/16/16, 2/24/16, 2/24/16, 3/18/16, 5/23/16]