

Topics Course Proposal Process

(Revised January 29, 1999)

(Revision draft August 2005)

(Approved COB Faculty, September 29, 2007)

Topics courses (“Topics in. . .”) are included in several disciplines 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 courses should provide a basic proposal to the department chair, including rationale for the course, a general outline of topics or a proposed syllabus, and details regarding the proposer’s interest and background for doing 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 comment to explain the rejection.

If the department faculty are in general agreement, the proposal will be forwarded to the Undergraduate or Graduate Advisory Committee chair, as appropriate. 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 not be offered more than twice without undergoing the same review any new regular course proposal undergoes.