



## Form 1: Presentation Checklist

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

COCC Contact Information: \_\_\_\_\_

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

### PROPOSAL OVERVIEW

#### TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
  - Procedure—new
    - Identify suggested location in *GPM*: \_\_\_\_\_
- Policy—revision (Attach current policy with proposed changes illustrated with track changes)
- Policy—new
  - Identify suggested location in *GPM*: \_\_\_\_\_
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: \_\_\_\_\_

**BUDGET**

**INSTRUCTIONAL REQUIREMENTS**

**OPERATIONAL NEEDS, CURRENT AND FUTURE**

**STUDENT IMPACT**

**ANTICIPATED IMPLEMENTATION TIMELINE**

## Proposal to Revise Special Curriculum Standards

This proposal seeks to streamline the Special Curriculum standards at COCC and will add formal tracking of 199/299 sections. 199/299 courses are temporary by definition and must be formalized through the curriculum process after being taught three times. This proposal would make three substantive changes to the Special Curriculum standards and set up process:

1. Remove 188/288 courses as an option and instead allow “timely need” courses to be built as 199/299 courses.
2. Add Qualtrics approval and tracking form to 199/299 section setup process, which requires uploading syllabus for 199/299 sections. Form is filled out and submitted by administrative assistants to Curriculum Office after Chair/Dean approval. Curriculum Office stores syllabi and tracks number of offerings.

There are also minor language changes and tweaks to the standards, which can be reviewed below.

## Proposed Updated Standards for X80/X88/X98/X99 Courses

### Key:

**Green:** new language

~~Strikethrough:~~ removed language/standards

### **180/280, Cooperative Work Experience, or Practicum**

Cooperative work experience or practicum courses are courses in which students apply learning outside the classroom. Students gain experience in occupational setting. Employers gain access to students who are interested in the industry and who are potential future employees.

Additional information on cooperative work experience courses can be found in the [administrative assistant resources page in the CWE section](#).

### **Definitions**

**Cooperative work experience:** Allows students to explore career and work environments. Setting selection is typically flexible. The instructor, student, and site supervisor identify outcomes.

**Practicum:** Designed for students in a particular field. Supervision is directly related to students' program skills and outcomes and is an integral part of program graduation requirements.

**Clinical:** Designed for students who are placed in health care settings.

## Characteristics

- Title: Co-op Work Experience then the subject. Ex: BA 280 - Co-op Work Experience Business
- Description: Provides experience in which students apply previous [insert subject] classroom learning in an occupational setting. Credits depend on the number of hours worked. P/NP grading. Prerequisite: Instructor approval required.
- Course learning outcomes: Apply previously learned [insert subject] theory and concepts to a setting outside the classroom.
- Default to variable 1-4 credits
- Hours entered as other in units of 30 (30:1 ratio)
- Repeatable
- P/NP grading
- Schedule type entered as CWE at .25LU/student
- ACTI Codes 100 or 210 (part of a CTE program) -- 211 (not part of a CTE program) determined at time of approval
- Standard tuition

## Process for Regularly Scheduled Section of CTE Program Requirement

1. As part of the regular schedule offerings, assign a teacher
2. Chair approves section set-up
3. Set up section before schedule publication and by the tuition due date
4. Submit syllabus to department administrative assistant

## Process for an Ad Hoc Section (Created as a Student Request)

1. Instructor and student agree on hours/credits learning outcomes, and evaluation method
2. ~~Total credits available through ad hoc x80/CWE usually do not exceed two credits~~
3. Chair and dean approve before section set up
4. Administrative assistant sets up section and provides course reference number (CRN) to instructor; instructor provides CRN to student; student registers
5. Set up section and have student register before term starts and by the tuition due date
6. Submit syllabus to department administrative assistant

## 188/288, Special Studies

Special studies courses are used to teach a subject that is timely or meets a specific need, but the course is temporary. 188/288 courses are approved by Curriculum Committee and listed in the catalog.

## Characteristics

- ~~Title: Special Studies: Then the Subject. Ex: DA 188 Special Studies: Dental Assisting~~
- ~~Description: Explores topics of current interest in the [insert discipline] discipline.~~
- ~~Course learning outcomes: Describe current topics associated with [insert discipline].~~
- ~~Variable 1-4 credits~~
- ~~Hours entered as lecture (10:1 ratio)~~
- ~~Repeatable~~
- ~~Standard grading~~
- ~~Schedule type entered as L and LU directed by hours~~
- ~~ACTI codes 100 or 211 determined at time of approval~~

- Standard tuition

### **Process for Section Setup**

1. Instructor proposes section
2. Chair and dean approve
3. Set up before schedule publication and tuition due date
4. Do not change title; list topic in footnote
5. Submit syllabus to department administrative assistant

### **199/299, Selected Topics**

Courses numbered 099, 199, and 299 are either experimental, in-development courses or special studies courses meant to meet a timely or specific curricular need. These may be offered up to three times after which a new course must be developed and approved through COCC's defined curricular review process. Please note: Selected topics courses cannot be programmed to meet degree requirements; they will count as an elective.

### **Characteristics**

- Title: Selected Topics: Then the subject. Example: *ARH 199: Selected Topics: Art History*
- Description: Provides a learning experience in [subject] not currently available; this course is in development to be proposed as a permanent course.
- Course learning outcomes: Refer to the syllabus for student learning outcomes.
- Variable 1-4 credits
- Hours options should include lecture, lab, and other
- Repeatable
- Standard grading
- Schedule type: L, B, LB, and LU is null
- ACTI codes 100 or 211 determined at time of approval (ACTI 230 allowed if course has an "APR" prefix)
- Standard tuition

~~199/299 courses are set up with the schedule types present in existing courses which share the subject code.~~ Contact the Curriculum Office for questions about options to established schedule types.

### **Process for Courses**

199/299 courses are proposed to and approved by Curriculum Committee and listed in the catalog. This is the only type of course where the course title can be changed at the section level.

### **Process for Section Setup**

1. Instructor and student fill out the Special Studies approval form and submit it for Chair/Dean approval
2. Chair and dean approve

3. Admin assistant fills out 199/299 Qualtrics form and submits to Curriculum Office with syllabus attached
4. Admin assistant sets up section before schedule publication and tuition due date
5. ~~Submit syllabus to department administrative assistant~~
6. Limit to three offerings per course in development; number of offerings tracked in Curriculum Office.

## **298: Independent Study**

Independent study courses are designed for ~~one student~~ either one student, or a small group of students, but where the primary instruction happens one-on-one between student and instructor.

Enrollment of individual independent study sections is capped at 10. The course focuses on a student's interest or outcomes not covered in existing courses. 298 courses are proposed and approved by Curriculum Committee and displayed in the catalog.

### **Characteristics**

- Title: Independent Study: Subject. Ex: FA 298 – Independent Study: Film Arts
- Description: Individualized, advanced study in [insert subject] to focus on outcomes not addressed in existing courses or of special interest to a student. P/NP grading.
  - Recommended preparation: Prior coursework in the discipline.
  - Prerequisites: Instructor approval required.
- Course learning outcomes:
  1. Articulate [insert subject] outcomes and evidence of achievement associated with an independent project.
  2. Increase understanding of specialized topics in [subject].
- Variable 1-4 credits
- Hours entered as other (10:1 ratio)
- Repeatable
- P/NP grading
- Schedule type entered as IS (10:1) and .25 LU/student
- ACTI codes 100 or 211 determined at time of approval
- Standard tuition

### **Process for Section Setup**

1. Instructor and student agree on hours/credits, learning outcomes, and evaluation method
2. Instructor proposes section
3. Chair and dean approve
4. Courses are usually set up at student's request; must be set up before tuition due date
5. Submit syllabus to department administrative assistant