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##### Special Topics Course Proposal\*

**Date:** *Select the date the proposal was developed.*

**New Course being proposed (ID/Title):** *Proposed full course title, e.g., BIOL100 General Biology*

**Course Type:** *SPECIAL TOPICS COURSE*

**\*Special Topics Policy**

A Special Topics course is a course that has not been approved through the full curriculum process as a permanent course. But, because of department, faculty or student interest, there is a current and expedited need to offer the course to a group of students. Special Topics courses are submitted to the Dean for subsequent review at the Provost Council.

1. The approval process for such a course is shortened because of its non-permanent status, thus it can be developed and approved in a shorter time.
2. Approval must be given by the Provost and Vice President for Academic Affairs for each course offering. A special topics course may be listed on the Semester Course Schedule.
3. The course may be approved for offering **a total of three** times at most in the Special Topics format.
4. Required course numbers are 100, 200, 300 or 400 as appropriate to the level of content.

Departments shall not list special topics courses with their catalog listing of regular courses. A brief uniform note about special topics courses will be located at the beginning of each discipline's course descriptions.

**Faculty:** *Faculty member responsible for preparing this form and presenting proposal at CC meeting.*

**School***: School or college proposing the course.*

**Upcoming Semester proposed course is to be first offered***: Select a future semester.*

**The proposed course will delete:** *List the course(s) which will be deleted (if any); submit Form A for each.*

**Grades in the proposed course replace a previously earned grade in:** *List course replaced (if any).*

**Grading Scale:** *Letter grades: A-F*

1. **Proposed Catalog Course Description:**

|  |  |
| --- | --- |
| *Give course number; title; number of hours per week of lecture and/or recitation and laboratory; number of credits; and course description with prerequisites and/or co-requisites for the catalog. Indicate if the course may be repeated for credit and how many times this may occur.* | *Use the current catalog format.* |

2. Assessment:

|  |  |
| --- | --- |
| 1. Outcomes: List the student learning outcomes for this course as they may appear on the syllabus, in terms of measurable statements of student achievement or student performance. Define the relative weight attributed to each outcome in terms of percent of course content.   *Outcomes should reflect the course level. For example, higher level courses should focus more on higher level processes like evaluation and synthesis. Specify outcomes in terms of student learning/achievement.* | *List Course-level Student Learning Outcomes.* |
| 1. Assessment: Discuss how the student achievement of these outcomes will be measured?   *Describe the assessment plan for the course, including what direct and indirect measures of student learning will be collected.* | *Describe the assessment method(s)* |
| 1. Rationale: Discuss what evidence supported the development of this course   *Describe the school assessment planning, expected data, and the projected student learning gains related to this new course* | *Describe evidence (e.g,. advisory board recommendations, national accreditation requirements, curriculum gap analysis, etc.)* |
| 1. Program Outcomes: (Where applicable): Discuss how this course fits into any programs which will utilize it.   *Describe the relationship between these proposed course-level student learning outcomes and the program outcomes where this course is to be used. The narrative should be descriptive and specifically discuss the attached curriculum map and program assessment report.* | *Describe the specific program-level outcomes this course will address.* |

1. Course Number:

|  |  |
| --- | --- |
| *Provide the rationale for the proposed course number\* and level (e.g. what learning outcomes define this as a 300-level course, or how do the course prerequisites (and those course learning outcomes) relate to this proposed course?)* | *Provide a rationale for the course number* |

4. Provide information on how the course fits into the school's/department's curricula and affects other curricula on campus.

1. The proposed course will be: (SELECT ONE FROM THE MENU:) *Required*

|  |
| --- |
| *Programs where this course will be specified as either replacement to a required course or directed elective must submit additional program-level materials in order to provide the following additional information:* I) List affected programs (degree, certificates, minors). *List programs affected*    II) Attach the “Unit Course Assessment Report – 4 Column” report for the most recent review cycle from each affected program. This Tracdat report is available in the units titled “Program (DEPT) – [degree name]”. Select the “Report” tab and “run” this report from the “Program” worksheet.  III) Attach program-level curriculum map(s) demonstrating the relationship of proposed course learning outcomes to the programs which will specify the course. Resources to assist in developing of a curriculum map include <http://manoa.hawaii.edu/assessment/howto/mapping.htm> |

b) Relationship with other courses:

|  |  |
| --- | --- |
| *Describe the relationship of this course to other existing courses offered by the university and how this content compliments, expands, and/or overlaps,* | *Relationship to other courses.* |

1. Affected Schools:

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| *Schools should communicate about proposed changes with affected programs in advance of submitting curriculum change proposals. Programs needing additional time to respond to proposed changes should seek to postpone committee consideration of such items, e.g. agenda changes, motions to postpone, etc* |

5. Resources:

|  |  |
| --- | --- |
| ***a)*** *Describe the extent to which existing physical resources are available and sufficient to fulfill the instructional objectives of this course* | *If resources (library holdings, filmstrips/videos, laboratory space, equipment, budget for consumables, computer, audio visuals, etc.) are not sufficient, then use this box to additionally describe specific needs, costs and funding sources necessary to support the instructional objectives.* |
| ***b)*** *Describe the impact on faculty load from the implementation of this proposed new course.* | *Where will the faculty load necessary to teach the class be charged (e.g. adjunct, overload, reallocation, new position(s)?* |
| 1. *Who will be qualified to teach the course, who do you expect to be assigned to the course:* | *What personnel will be qualified and utilized to teach this course?* |

1. **Course Fees:**

|  |  |
| --- | --- |
| *List any course fees associated with this course and provide the rationale..* | *Enter information on fees* |

1. **General Education Course:**

|  |  |
| --- | --- |
| *Do you intend to seek General Education approval for this course?* | *Enter Yes or No* |

**RECORD OF ACTION -** Proposal for: *Enter the proposed SPECIAL TOPICS course name and number.*

This form must be submitted to the Dean who will, pending affirmation to the proposal, forward to the Provost Council for deliberation. Special Topics Courses do not go to Curriculum Committee. Approved Special Topics courses will result in a signed copy returning to the School with the original kept in the Registrar’s Office.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Date | **For** | **Opposed** | **Abstained** | **Absent** |
| **Departmental (Advisory) Vote:** | *Date* | *for* | *opposed* | *abstain* | *absent* |
| **School Faculty Vote:** | *Date* | *for* | *opposed* | *abstain* | *absent* |
| **College Dean’s Approval:** |  | Signed: | | | |
| **Provost:** |  | Signed: | | | |

**Course Budget Modeling - REQUIRED**

(double click on the chart to open an Excel window for editing)



**Instructions:**

You only need to enter the red-colored items:

1) the number of lecture hours,

2) the number of lab hours,

3) the number of credits, and

4) the pay; per credit hour.

5) the tuition rate (e.g. $410 – update as required)

For adjuncts, enter the pay per credit hour (e.g. $625 – update as required).

For overload, enter the overload pay per credit hour (e.g. $818 – update as required).

For regular load, enter the yearly faculty pay divided by 24.