

Approved

UCC: 10/4/16  
Forum: 10/25/16  
Pres: 10/26/16

**XXX 190: General Education Special Topic****Preliminary**

Proposal Category	Significant Revision
General Ed/Diversity Status	on
Distance Ed Status	on
Proposed Abbreviation	GenEd 190 Special Topic
Proposed Subject Code	XXX
Proposed Course Number	190
Proposed Course Title	General Education Special Topic
College	Arts and Sciences
Department	General Education Council
Sponsor	Scott Drzyzga
Sponsor Email	sadrzy@ship.edu
Sponsor Phone	717-477-1307
Departmental Approval Date	02/23/2016
Proposed Implementation Date	Fall 2016
UCC Sequence Number	16-025

**Syllabus**

Syllabus	<a href="#">Not Applicable.docx</a>
----------	-------------------------------------

**Distance Education**

Assessment Methods	The assessment methods will vary with the associated student learning objectives and best practices.
Brief Description	a
Proposed Course Length in Weeks	5
Course Will Be Taught	Off-load
Instructor Information	The instructor will vary with topic, department, and time.
Justification	See the description below
Program In Which Course Will Be Offered	Undergraduate
Student Learning Outcomes	The SLOs associated with the attributed GenEd category.
Target Audience	Undergraduates

**Course Information and Curriculum Considerations**

New Degree Credits Sheet	<a href="#">Not Applicable.docx</a>
Catalog Course Description	This special topics course offers students opportunities to study a timely topic while helping them to develop competencies in General Education category X (where X may be any one of the Categories of Knowledge). The specific topic will vary by department and over time, of course, but in all cases the course will offer students sufficient opportunities to meet the learning objectives of the associated Category of Knowledge.
Co-Requisites	none
Proposed Credits	3
Degree Credit	As a General Education Course, the credits earned from successfully completing a 190 course would be counted as General Education credits or, if taken as a free elective, as fall-through elective credits.
Impact on Other Academic Units	none
Description	Not applicable. Special Topics courses cover topics not covered by existing courses
Equivalent Courses	A General Education "190" Special Topics course, once it is submitted under a Category of Knowledge as specified by the proposing department, will fulfill the general education requirement of other courses in the same category that are offered by the sponsoring department. For example, let's say the Chemistry Department offers 5 sections of CHM103 (Cat C) during Spring 2015. If, in Spring 2016, the Chemistry Department decides to offer 4 sections of CHM103 and 1

	section of CHM 190 (also in Cat C), then CHM 190 would serve as an equivalent general education course because it satisfies the same general education requirement as CHM103. The topics covered by the two course would, of course, be different.
Estimated Frequency	This question cannot be answered, for the choice of whether and when to offer a special topics course always belongs to the individual department; this General Education "190" Special Topics course is no exception. So, frequency will vary by department or program, but university policy for all special topic courses requires any such course to be taught cumulatively no more than 4 times.
General Education Impact	This proposal improves the mechanism for creating timely "elective" courses in the "Categories of Knowledge" part of the General Education Program. If in a given semester a department chooses to offer one or more sections of such a course, then there would be a corresponding decrease in the number of sections of its other General Education courses in that semester. For example, let's say the Music Department offers 12 sections of MUS121 (Cat B) during Spring 2015. If, in Spring 2016, the Music Department decided to offer 1 section of MUS190, then it might reduce the number of MUS121 sections from 12 to 11.
Proposed Grading System	Standard
Growth Impact	The current provision generates significant additions to the General Education Program in terms of "subject", since it is designed to foster creativity and increase flexibility. There will be no impact on the number of sections
Initial Number of Sections	This question cannot be answered. The initial number of sections will vary by department or program.
Instruction Method	99 - Face to Face, BL1 - Blended 30-50% on line, BL2 - Blended 51-79% online, IH - Videoconference: Ship is Home site, IR - Videoconference: Ship is Remote site, O8 - 80-99 Percent Online, OL - 100 Percent Online
Intended Audience	All students working to meet their General Education Program requirements
Justification for Proposal	The General Education Council (GEC) is submitting this proposal to clarify information about its General Education "190" Special Topics course provision (see #UCC 07-78-1) and to redress apparent gaps in "190" proposal evaluation process. The current provision for "190" courses was designed to foster creativity and provide needed flexibility within the General Education Program and, in those regards, the provision has been very successful. Unfortunately, in two past instances, a new 190 course was created and students were allowed to enroll in it before the associated proposal was submitted to the GEC for evaluation. We seek to prevent that from happening again. Again, the current provision was designed to foster creativity and to provide flexibility within the General Education Program. A department that offers General Education "category" courses may choose to design and include one of these 190 courses (e.g., ENG 190) among its offerings. Subject to the usual departmental procedures for offering special topics courses, faculty members may teach one or more sections of the course as part of his or her semester load. The sponsoring department will adjust its other General Education offerings accordingly for that

	semester. Subject to the university policy covering all special topics course requirements, a department may offer a General Education Special Topics course cumulatively no more than 4 times. If a sponsoring department wishes to offer the course more than 4 times, then the department would have to build and submit a "new course" proposal to the University Curriculum Committee (UCC)
<b>Proposed Level</b>	Undergraduate
<b>Methods of Instruction</b>	This question cannot be answered for the choice of instruction method always belongs to the department and its faculty members.
<b>Pre-Requisites</b>	none
<b>Projected Offerings for Next Five Years</b>	This question cannot be answered. The number of offerings will vary by department, but university policy for all special topic courses requires a special topic course to be taught cumulatively no more than 4 times. If a sponsoring department wishes to offer the course more than 4 times, then the department would have to build and submit a UCC "new course"-type proposal.
<b>Replace or Overlap Existing Course</b>	No. Special Topics courses cover topics not covered by existing courses.
<b>Restrictions</b>	none
<b>Schedule Type</b>	LE - Lecture, LL - Lab/Lecture Combo, OL - Distance Ed
<b>Similar Courses in Other Departments</b>	Not applicable.
<b>Student Learning Outcomes and Assessment</b>	Depending on the category that the 190 course fulfills, it will help student meet the learning objectives for that General Education category. In addition, as past practice clearly suggests, each 190 course will usually provide students with opportunities to also meet other learning objectives set by the sponsoring department. As is the nature of all special topics courses, an inspired faculty member(s), with the support of his or her departmental chair(s), will design the course and its assessment methods. As a General Education course, the learning objectives for a "190" course must and will be directly linked to the learning objectives of the specified General Education category. Assessment methods will not differ from those used in other General Education courses (i.e., a combination of exams, quizzes, oral reports, projects, or essays might be used). The GEC is responsible for evaluating all "190" course proposals, so sponsoring departments must submit proposals to the GEC. Departments that seek to introduce a 190 course during a Fall semester or a Summer term should submit their proposals no later than the prior February 1; for courses to be offered during a Spring semester or a Winter term, no later than the prior September 1. These cyclic deadlines provide the GEC with enough time to evaluate the proposal properly before the course schedule is posted by the Registrar's Office. The GEC is responsible for evaluating each proposal and the links between the course learning objectives and the learning objectives of the General Education category. The GEC will, within 30 days, return a decision to accept or not accept a proposal. The GEC reserves the right to refer the course to the UCC if it has concerns regarding the proposed course's appropriateness as a 100-level university course. In any case, the GEC will report its decision to the faculty member and chair of the sponsoring department, the chair of the UCC, and the

Registrar's Office clearly indicating the category where the 190 course should be counted. If and only after the GEC approves a proposal, the Registrar's Office may instantiate the course and allow students to enroll in it. The GEC is also charged with general education program assessment. Given the new assessment-driven accreditation standards issued by Middle States (December 2014), the GEC will expect sponsoring departments to assess their student learning outcomes and to report the results of those assessments to the GEC. Assessment materials consistent with the format for other general education courses must be submitted each time a 190 special topics course is taught; assessment materials for fall courses should be submitted by the following March 1st and materials for spring courses should be submitted by the following October 1st

Verification Grid	Not Applicable.docx
Courses Not Taught	Each section of a "190" special topics course that a department offers will be offset by one fewer section of some other course the department offers in that category of general education.
Proposed Workload Equivalency	0.25

**Core Support Services**

Additional Computing Resources Required	No requirements are anticipated beyond those that occur in other general education courses in the same category offered by the same department.
Additional Costs	Additional costs will have to be determined on a course-by-course basis, and should be considered as part of the department's decision to offer the special topics course. In case of significant costs, we would expect the faculty member to apply for a General Education Grant to cover them.
Additional Library Resources Required	This will have to be determined on a course-by-course basis.
Faculty Coverage	This question cannot be answered completely. As is the nature of all special topics courses, a motivated faculty member(s), with the support of his or her departmental chair(s), designs such courses and its assessment methods. Past practice suggests the initial faculty member(s) are the only members that teach such courses. It is possible, however, to conceive a special topics course, run successfully, being used to support a UCC "new course"-type proposal that would involve several faculty members. Such concerns would be considered by the UCC.

**General Ed and Diversity**

Commonalities among the Course s	Not applicable.
Credits Count Toward Degree	Yes
Final Exam	Yes
Gen Ed Category	(empty)
Gen Ed Goals Met	The goal associated with the attributed category
Justification for Status	The current provision for 190 topics was designed to foster creativity and provide flexibility within the General Education Program. This proposal maintains the original provision and seeks to provide faculty and staff with more complete and clearer information.
Learning Objectives	The objectives associated with the attributed categor
Need for Course	

The current provision for 190 topics was designed to foster creativity and provide flexibility within the General Education Program

Other Departments Impact	The General Education Council reviews all proposals for new 190-type special topics. Impacts to other departments are identified, discussed, and resolved during review
Own Department Impact	Not applicable.
Sections	Not applicable.
Similar Courses	Not applicable.

**Council Approvals**

Academic Outreach Subcommittee	(empty)
UCC Academic Policies and Standards Subcommittee	(empty)
College Council	(empty)
General Education Council	(empty)
Graduate Council	(empty)
Teacher Education Council	(empty)
Developmental Education Council	(empty)
Revisions Recommended	(empty)

**Workflow History & Comments**

2/23/2016 11:26 AM:  
Anonymous moved the proposal from (no workflow state) to Department Review with the following comment:

Item created

2/23/2016 11:27 AM:  
cmzaleski moved the proposal from Department Review to Returned to Submitter with the following comment:

(no comment provided)

2/23/2016 11:29 AM:  
Anonymous moved the proposal from Returned to Submitter to Department Review with the following comment:

(no comment provided)

2/23/2016 11:30 AM:  
cmzaleski moved the proposal from Department Review to Returned to Submitter with the following comment:

(no comment provided)

2/23/2016 11:39 AM:  
Anonymous moved the proposal from Returned to Submitter to Department Review with the following comment:

(no comment provided)

2/24/2016 11:35 AM:  
cmzaleski moved the proposal from Department Review to Under Review with the following comment:

(no comment provided)

6/27/2016 11:39 AM:  
cngoyt moved the proposal from Under Review to Returned to Submitter with the following comment:

(no comment provided)

6/27/2016 11:39 AM:  
cngoyt moved the proposal from Returned to Submitter to Department Review with the following comment:

(no comment provided)

7/28/2016 12:00 PM:  
BWHenson moved the proposal from Department Review to Under Review with the following comment:

Sequence # updated and approved.