Offering a Selected Topic Course

CURRICULUM-RELATED DOCUMENTS AND FORMS

Responsible Unit: Academics, Vice President's Office

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Each proposal to offer a Selected Topics course on a given topic must be approved by the appropriate Academic Dean, in consultation with the Division Assistant Dean, before the course can be listed in the Schedule of Classes. The Procedure for Offering a Selected Topics Course is listed below.

To allow adequate time for curriculum development, one topic can be taught under a Selected Topics number for up to two calendar years. At the end of the first year, the program/area faculty should determine if there is a continuing need for the course. If such a need exists, program/area faculty should consult with their Division Assistant Dean and Curriculum Review Committee representative about the process for proposing a new course and the deadlines for gaining approval by the end of the second year. The new course must be approved through the College and KCTCS curriculum approval process.

Procedure for Offering a Selected Topics Course

The faculty member proposing to teach a Selected Topics course develops a proposed syllabus and submits it to the Program/Area Coordinator.

The Program/Area Coordinator completes the Request to Offer a Selected Topics Course form and submits the form and syllabus to the division Curriculum Review Committee.

The division Curriculum Review Committee reviews the Request to Offer a Selected Topics Course form and the syllabus for appropriateness of course and completeness of syllabus and determines possible duplication with other division offerings. The Committee records its recommendation on the Request to Offer a Selected Topics Course form and submits the form and syllabus to the Division Assistant Dean.

The Division Assistant Dean reviews the information from the division Curriculum review Committee, records his/her recommendation on the Request to Offer a Selected Topics Course form, and submits the form and syllabus to the appropriate Academic Dean.

The appropriate Academic Dean approves or disapproves the request, records the decision on the Request to Offer a Selected Topics Course form, and notifies the Division Assistant Dean, Program/Area Coordinator, faculty member proposing the course, and Scheduling Coordinator.

After receiving notification of approval from the appropriate Academic Dean, the Program/Area Coordinator schedules the course.