Expedited Course Inventory Process

Follow this and additional works at: https://corescholar.libraries.wright.edu/archives_ucapc_semester

Part of the Educational Leadership Commons

Repository Citation
https://corescholar.libraries.wright.edu/archives_ucapc_semester/22
Wright State University

Semester Academic Calendar

Course Inventory Expedited Process Policy
Course Inventory

Conversion to the semester academic calendar system will require a new inventory of courses. Some courses in the semester inventory will be the product of creating new courses from the quarter system inventory of courses. Other courses in the semester inventory will be the product of developing completely new courses.

The quarter system course inventory to be considered is, as summarized below, comprised of a wide range of courses numbering more than 6,000.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>690</td>
<td>112</td>
<td>802</td>
</tr>
<tr>
<td>0.5</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>236</td>
<td>113</td>
<td>349</td>
</tr>
<tr>
<td>1.5</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>188</td>
<td>60</td>
<td>248</td>
</tr>
<tr>
<td>2.5</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>511</td>
<td>438</td>
<td>949</td>
</tr>
<tr>
<td>3.5</td>
<td>3</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>4</td>
<td>1512</td>
<td>1378</td>
<td>2890</td>
</tr>
<tr>
<td>4.5</td>
<td>44</td>
<td>50</td>
<td>94</td>
</tr>
<tr>
<td>5</td>
<td>68</td>
<td>51</td>
<td>119</td>
</tr>
<tr>
<td>6</td>
<td>10</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>7</td>
<td>7</td>
<td>7</td>
<td>14</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>8.5</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>5</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>10</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>12</td>
<td>3</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>15</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Variable</td>
<td>279</td>
<td>477</td>
<td>756</td>
</tr>
<tr>
<td>Total</td>
<td>3563</td>
<td>2714</td>
<td>6277</td>
</tr>
</tbody>
</table>

----- Quarter Calendar System Inactive Course Inventory -----

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>288</td>
<td>193</td>
<td>481</td>
</tr>
<tr>
<td>Grand Total</td>
<td>3851</td>
<td>2907</td>
<td>6758</td>
</tr>
</tbody>
</table>

Course Inventory Policies and Procedures

In converting to the semester academic calendar, proposals for new courses are to follow the policies and procedures established through the Undergraduate Curriculum and Academic Policy Committee for undergraduate courses and by the Graduate Council for graduate courses, including, e.g., Procedures and Guidelines for Proposing New Courses and Deleting Existing Courses (University Undergraduate Course Inventory) and the Graduate Council Manual.
Expedited Process for Creating the Semester Calendar Undergraduate Course Inventory

To facilitate the conversion to semesters, an expedited course inventory process is available for a portion of the undergraduate course inventory.

For the expedited process, colleges, departments, and units may choose to submit, except for General Education, Transfer Assurance Guide, and Transfer Module courses, an undergraduate semester course that is accompanied by a course list of topics or a course outline. The course list of topics or outline will serve on a temporary basis in lieu of a course syllabus. A course syllabus will be required to be submitted prior to the first time offering of the course.

While the expedited topic or outline option is available, in all cases colleges, departments, and units are encouraged to provide a complete syllabus for all courses at the same time that the semester course proposal is submitted.

Guidelines

The following guidelines provide the elements to be included in the course list of topics or outline and in the course syllabus.
Undergraduate Curriculum and Academic Policy Committee

List of Course Topics or Course Outline Guidelines
for
Semester Calendar Expedited Undergraduate Course Inventory Process

Course topics or outlines submitted for Undergraduate Curriculum and Academic Policy review and inclusion in the WSU Course Inventory should include the following elements.

I. College/School
   Department

II. Course Information
   Course Title:
   Course Abbreviation and Number:
   Course Credit Hours;
   Course Cross Listing(s) Abbreviation and Number:
   Check (“x”) all applicable:
   General Education Course____ Writing Intensive Course_____ Service Learning Course____
   Laboratory Course_____ Ohio TAG (Transfer Assurance Guide) Course _____
   Ohio Transfer Module Course_____ Others (specify)_____

III. Course Registration
   Prerequisites:
   Corequisites:
   Restrictions: including, e.g., junior standing, majors only, etc.
   Other: including, e.g., "Or by permission of instructor"

IV. Suggested List of Topics or Course Outline

   Organized by week (14 week academic calendar and final exam) or other defined schedules.

   __________________________________________

This is a sample list of course topics or course outline that could differ by specific course sections and individual professors. Additional information can be obtained by contacting the appropriate college and department.
Course syllabuses submitted for Undergraduate Curriculum and Academic Policy review and inclusion in the WSU Course Inventory should include the following elements.

I. College/School
   Department

II. Course Information
   Course Title:
   Course Abbreviation and Number:
   Course Credit Hours;
   Course Cross Listing(s) Abbreviation and Number:
   Check ("x") all applicable:
   General Education Course_____ Writing Intensive Course_____ Service Learning
   Course_____
   Laboratory Course_____
   Ohio TAG (Transfer Assurance Guide) Course _____
   Ohio Transfer Module Course_____ Others (specify)_____

III. Course Registration
   Prerequisites:
   Corequisites:
   Restrictions: including, e.g., junior standing, majors only, etc.
   Other: including, e.g., “Or by permission of instructor”

IV. Student Learning Outcomes
   What students are expected to know or be able to do or demonstrate upon completing the course. For example, students will be able to explain a concept, demonstrate a procedure, evaluate alternatives, or recognize a bias.

V. Suggested Course Materials (required and recommended)
   Textbooks, Articles, Videos, Computing and/or Internet Resources, etc.

VI. Suggested Method of Instruction
   Lecture, Seminar, Distance Learning, Web-Based, etc.

VII. Suggested Evaluation and Policy
   Tests, Quizzes, In-Class Writing, Out-of-Class Writing, Journals, Individual/Group Projects, Attendance Policy, etc. (numerical points or percentage distribution)

VIII. Suggested Grading Policy
   Final course letter grade earned in relation to evaluation and policy.
   Writing requirements in relation to final Writing Intensive (WI) grade earned.
IX. Suggested Assignments and Course Outline

Organized by week (14 week academic calendar and final exam) or other defined schedules.
Topic and/or typical assignments (textbook assignments, journal articles, internet resources, etc.)

X. Other Information

For Writing Across the Curriculum Program courses: statement of writing across the curriculum goals, criteria for evaluating writing assignments, and how writing assignments relate to the final course grade.
For combined undergraduate/graduate courses: identify, throughout the above or separately, additional work/responsibilities/grading applied to graduate students.

This is a sample course syllabus guideline. Course materials, method of instruction, evaluation and policy, grading policy, assignments, and other course matters can differ by specific course sections and individual professors. Additional information can be obtained by contacting the appropriate college and department.

Approved:
Undergraduate Curriculum and Academic Policy Committee __ September 29, 2009 __
Faculty Senate __ November 2, 2009 __