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MEMORANDUM

To: Deans, Colleges, and Department Representatives

From: Libby Barlow
Executive Director of Institutional Research
Interim Registrar

RECEIVED JUN 29 2007

Date: May 23, 2007

Subject: Change in Policy For Course Catalog – Topic Courses

Colleges and departments can set up selected topics and special problems courses as a temporary way to test a course and its content. Selected topics usually have course numbers that end with XX94 to XX97 and special problems courses have numbers that end with XX98. To set up the primary course in Admin, the college or department submits to the appropriate council a primary course with a generic title, e.g., ANTH 3397 – Selected Topics in Anthropology. Once this primary course is approved and entered in the inventory, all secondary topics with a specific title can be added in the course inventory.

The process in Admin was that once the primary course was in the inventory, the secondary course could be added anytime, regardless of what the instruction type for primary course was (lecture, practicum, seminar, independent study). For example, if the primary course was set up as lecture, secondary courses with specific titles could be set up as lecture, practicum, seminar, or lecture/lab.

Effective Fall 2007, all instruction types associated with the primary course must match the instruction type on the secondary course topic. Instruction type will play an important role in setting up the topic course. If the main course was originally set up as lecture, all secondary topics that follow the main course **MUST** have the same instruction type. For instance, if ANTH 3397 is set up as a practicum, all course topics with a specific title under ANTH 3397 must also be a practicum and the class schedule will appear as practicum. And if the main course is set up as lecture, all secondary topics courses must be a lecture. Secondary topics can no longer be a lecture/lab or lab only if the primary course is a lecture.

This policy is effective in the Fall 2007 semester. Please take a moment to review all of your primary selected topics and special problems courses. If you would like to change instruction types (in PS this is called course component), please ***submit a regular CBM003 form*** (Dean must sign the form) to either undergraduate (Marsha Daly) or graduate council (Margaret Watson) ***before June 10th*** for approval. If you need help or have any questions, please contact Julie Nguyen at ext. 3-0657 or jtnguyen@central.uh.edu.

Cc: Marsha Daly
Susan Moreno
Margaret Watson