Workshop/Special Course Proposal

The following is a new proposal developed at the request of Dr. Blair Lord, Provost and Vice President for Academic Affairs, regarding workshops and special courses at Eastern Illinois University. Dr. Robert Augustine, Dean of the Graduate School, Dr. Bill Weber, Associate Vice President, and Dr. Mary Herrington-Perry, Assistant Vice President, and the college deans have reviewed this document. Offering workshops and special course credit has been a long-standing practice at Eastern Illinois University and provides needed flexibility in the university curriculum. Utilization both on and off-campus has been an especially important part of the offerings for off-campus graduate student, primarily teachers. As part of the revised policy, we are suggesting dropping the workshop designation and only utilizing the special course. The recommendation for the deletion of workshops along with the proposed policy changes are recommended after close review of the practices relating to the on-campus special topic courses that aid the on-campus graduate and undergraduate curriculum.

Procedures/Policies for Special Courses

1. Definition

A special course provides concentrated, self-contained study (Not part of a planned sequence of courses) ranging from two days to three weeks, with work requirements equal to that of a regular course. Special courses focus on an in-depth study of a special or current issue and usually include small group activities. These courses provide flexibility to departments that do not have special topics course numbers available for their use. Special courses normally do not require a prerequisite but may if deemed appropriate by the faculty and department chair.

<table>
<thead>
<tr>
<th>Credit/Semester Hours</th>
<th>Special Course Numbers</th>
<th>Minimum Contact Hours</th>
<th>Minimum Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3985-3999 1 SH 4875-4999 1 SH</td>
<td>15</td>
<td>1 week or weekend</td>
</tr>
<tr>
<td>2</td>
<td>3985-3999 2 SH 4875-4999 2 SH</td>
<td>30</td>
<td>2 weeks or 2 weekends</td>
</tr>
<tr>
<td>3</td>
<td>3985-3999 3 SH 4875-4999 3 SH</td>
<td>45</td>
<td>3 weeks or 3 weekends</td>
</tr>
</tbody>
</table>

* Credits units and compensation awarded to faculty who teach special courses will be in accordance with approved Assignment of Duties guidelines, the Unit A and B Agreements, and official University policies.

2. Course Development and Approval Process

The recommendation for the signature process for a special course is as follows:

a) Instructor – signature supports special course proposal, outline and course approval form verification
b) Department Chair – signature verifies approval of course quality, appropriateness of course offering, and faculty funding source. In addition, signature verifies confirmation with the “home department” chair and dean when a faculty member is teaching a course outside their discipline/department.

c) College Dean – signature indicates knowledge and approval of course offering. In addition, signature verifies confirmation with the “home department” chair and dean when a faculty member is teaching a course outside their discipline/department.

d) Dean of the Graduate School – signature verifies approval of awarding credit for graduate courses (courses numbered 4750 or above).

e) Dean of the School of Continuing Education – requirement of signature only for courses offered through the School of Continuing Education, verifies that the course meeting times are appropriate to the number of semester hours and the appropriate signatures are present.

f) Director of Summer School – requirement of signature only for special courses offered through Summer School, verifies that the course meeting times are appropriate to the number of semester hours, that funding for the special course has been properly budgeted, and that the appropriate signatures are present.

3. Time allowed for offering a special course

Each offering of a special course requires approval of a special course proposal form, outline and course approval form. Any special course offered after July 1, 2002 and beyond must follow the new guidelines. The guideline requires that a special course be offered no more than three times in a two-year period. After that time, the course must undergo the same course approval process as regular university courses, meaning that the department would proceed with preparing the appropriate materials to move the course through the approval process, if chosen to do so. The academic departments will have the ultimate responsibility for maintaining records of special course offerings. The School of Continuing Education will assist departments in monitoring the number of special course offerings by providing a list for courses offered through the School of Continuing Education. The Summer School Office will assist departments in monitoring the number of special course offerings by providing a list of courses offered through the Summer School. In addition, on September 1 of each year, the School of Continuing Education and the Office of Summer School will provide the Council on Academic Affairs and the Council of Graduate Studies with a list of special course offerings from the previous year.

4. Credit for Special Courses

Throughout the university, utilization of credit for special courses is based upon the rules and regulations of the department and college that are in accordance with the Council of Teacher Education, the Council on Academic Affairs, and the Council of Graduate Studies.

5. Quality of Special Courses

As with all Eastern Illinois University academic programs both on and off campus, the quality assurance of the total curriculum rests completely with the appropriate Eastern Illinois University faculty members, academic administrators and academic councils. Selection of special courses for student evaluation will follow the university policies and procedures set forth in the collective bargaining agreements.
Course Approval Form

Term: □ Fall □ Spring □ Summer 01 □ Summer 02 Year: ________

Course Information:

Course Title __________________________________________________________

Short Title ______________________________________________________ (16 spaces max.)

Course Prefix ___________________________ Course Number: ___________________________

City/Location __________________________________________________________

Maximum Enrollment ____________________________

Credit ____________ Semester Hours □ Undergraduate □ Graduate □ Both

Prerequisites ____________________________

Dates __________________________________________________________________

Day(s) __________________________________________________________________

Time ____________________________

Classroom/Audio Visual:

Special classroom or computer lab requests: ____________________________

Special AV needs: ____________________________

Instructor Information:

Name: ____________________________

SS#: ____________________________ Email: ____________________________

Address: ____________________________

City/State/Zip: ____________________________

Office Phone ____________________________ Home Phone ____________________________

Transportation: (see SCE Handbook) □ Car pool or □ Driving own vehicle

Course Funding: (check one)

Summer School Budget: ________ Continuing Education Budget: ________

Department Budget: ________ Regular Inload ________ Regular Overload ________

Outside Agency/Sponsored: ________ Tuition Recovery ________

Other:

Signatures:

Instructor ____________________________ Date ____________________________

Department Chair (If instructor is employed in different department, signature confirms notification of that department chair) ____________________________ Date ____________________________

College Dean (If instructor is employed in different department, signature confirms notification of that department chair) ____________________________ Date ____________________________

Dean, Graduate School (if applicable) ____________________________ Date ____________________________

Dean, School of Continuing Education (if applicable)/Director, Summer School (if applicable) ____________________________ Date ____________________________

A Special Course Proposal form must be attached. (Not required for courses listed in the EIU general catalog)
Special Course Proposal Form

To: School of Continuing Education ______ or Summer School Office ______

1. Course Title: __________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

2. Course Description: __________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

3. Course Objectives: ___________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

4. Justification of Course Level: (Purpose/Rationale, etc.) ___________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

5. Need for Course and Clientele to be Served: _____________________________
   ______________________________________________________________________

6. Course Similarity: (Similar to any other university course?) ________________
   ______________________________________________________________________
   ______________________________________________________________________

7. Evaluation Methods for Determining Grade: _____________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

Please attach a Special Course outline to the back of this form.