

MEMORANDUM

DATE: November 13, 2018

TO: All University of Arizona Faculty

FROM: Neel Ghosh, Chair, Undergraduate Council
 Ron Hammer, Chair, Graduate Council
 Celeste Pardee, Assistant Director for Academic Policies/Organizations

RE: Small Group Courses with fixed topics and learning outcomes

In September 2018 the Course Definition Group, consisting of college/department representatives, presented a proposal to the Undergraduate Council (UGC) and Graduate Council (GC) to allow certain House-Numbered small-group courses—colloquium, proseminar/seminar, and workshop—to have unique numbers **if they have fixed/permanent topics and learning outcomes**. For example, several required courses in the major, one of which is a seminar with fixed topics and outcomes, could all have unique numbers, instead of the seminar with a house number ending in _96. The UGC approved the proposal (10/17/18), as did the GC (10/19/18) and Faculty Senate (11/5/18), to be **effective for any qualifying small-group courses in Summer/Fall 2019**.

Small Group Courses that may qualify for unique numbers (text in red font):

<i>These undergraduate and graduate courses are distinguished by the small group format. Courses are typically identified by numbers ending in 95, 96, and 97. The study area of these house-numbered courses is indicated through a subscript and subtitle.</i>		
Course number	Course type <i>(see course descriptions for course titles):</i>	Grades available
295 395 495 595 695 795	Colloquium <i>(Credit varies) The exchange of scholarly information and/or secondary research, usually in a small group setting. Instruction often includes lectures by several different persons. Research projects may or may not be required of course registrants.</i> <i>Colloquium courses with variable outcomes and topics must use *95 house numbers.</i> <i>Colloquium courses with permanent/fixed outcomes and topics are not restricted to house numbers.</i>	A, B, C, D, E <u>regular grades</u> or S, P, F <u>alternative grades</u> <i>Regular or special grades may be used as departmental policy dictates; in any single class offering, all registrants must be graded by the same system. S, P, and F grades are NOT included in the GPA.</i> <i>Undergraduate-level available for <u>pass/fail option</u>.</i>
196 296 396 496	Proseminar and Seminar <i>(Credit varies) The development and exchange of scholarly information, usually in a small group setting. The scope of work shall consist of</i>	A, B, C, D, E <u>regular grades</u>

<p>596 696 796</p>	<p><i>research by course registrants, with the exchange of the results of such research through discussion, reports, and/or papers.</i></p> <p><i>Proseminar and Seminar courses with variable outcomes and topics must use *96 house numbers.</i></p> <p><i>Proseminar and Seminar courses with permanent/fixed outcomes and topics are not restricted to house numbers.</i></p>	<p>or S, P, F alternative grades</p> <p><i>Regular or special grades may be used as departmental policy dictates; in any single class offering, all registrants must be graded by the same system. S, P, and F grades are NOT included in the GPA.</i></p> <p><i>Undergraduate-level available for pass/fail option.</i></p>
<p>197 297 397 497 597 697 797</p>	<p>Workshop <i>(Credit varies) The practical application of theoretical learning within a small group setting and involving an exchange of ideas and practical methods, skills, and principles.</i></p> <p><i>Workshop courses with variable outcomes and topics must use *97 house numbers.</i></p> <p><i>Workshop courses with permanent/fixed outcomes and topics are not restricted to house numbers.</i></p>	<p>A, B, C, D, E regular grades</p> <p><i>Undergraduate-level available for pass/fail option.</i></p>

Rationale for adding the option of unique numbers:

- Current policy requires all courses identified as Colloquium, Proseminar/Seminar, or Workshop to use a house number ending in _95, _96, and _97 respectively, because it was initially assumed that these course types would always have variable topics and learning outcomes.
- However, a number of existing colloquia, seminars, and workshops actually have **fixed topics and learning outcomes**. Departments may prefer to use unique numbers for those that are offered on a regular basis, especially graduate-level courses. **Note:** such number changes are optional, not required.
- On the other hand, some small-group offerings with **fixed topics/outcomes** in the Course Catalog that are currently identified as “lectures” are actually conducted as seminars or workshops. This policy change would permit those small-group courses to be accurately defined.
- Colloquia, proseminars/seminars, and workshops with **variable topics/outcomes** must continue using the appropriate house-number.

Management of Course Number Changes:

- Instructors, working with department curriculum committees, may consider changing the course numbers of existing colloquia, proseminars/seminars, and workshops that have fixed or permanent topics and learning outcomes.
- Additionally, department curriculum committees should review all existing offerings labeled as lectures, laboratories, studios, and discussions in the Course Catalog to make sure they comply with the approved [definitions and required contact and homework hours](#).

- Requests to modify the course type or component of existing courses (e.g., changing a lecture course to a seminar with the same unique number) should be submitted through UAccess Course Forms.

Questions about correcting the course type/component of existing courses may be addressed to Room and Course Scheduling at 621-3313 or rcshelp@email.arizona.edu.

Questions about whether to use house numbers or unique numbers may be addressed to Martin Marquez II, Academic Affairs, at 621-0378, or martinmarquez@email.arizona.edu.