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):

<table>
<thead>
<tr>
<th>Course number</th>
<th>Course type (see course descriptions for course titles)</th>
<th>Grades available</th>
</tr>
</thead>
<tbody>
<tr>
<td>295</td>
<td>Colloquium (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.</td>
<td>A, B, C, D, E regular grades or S, P, F alternative grades</td>
</tr>
<tr>
<td>395</td>
<td>Colloquium courses with variable outcomes and topics must use *95 house numbers.</td>
<td></td>
</tr>
<tr>
<td>495</td>
<td>Colloquium courses with permanent/fixed outcomes and topics are not restricted to house numbers.</td>
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<tr>
<td>595</td>
<td>Proseminar and Seminar (Credit varies) The development and exchange of scholarly information, usually in a small group setting. The scope of work shall consist of</td>
<td>A, B, C, D, E regular grades</td>
</tr>
<tr>
<td>795</td>
<td>A, B, C, D, E regular grades</td>
<td></td>
</tr>
</tbody>
</table>

Undergraduate-level available for pass/fail option.
### Research by Course Registrants

- *Proseminar and Seminar courses with variable outcomes and topics must use* the house numbers ending in _96_.
- *Proseminar and Seminar courses with permanent/fixed outcomes and topics are not restricted to house numbers._

### Workshop

- **Workshop** (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.
- *Workshop courses with variable outcomes and topics must use* the house numbers ending in _97_.
- *Workshop courses with permanent/fixed outcomes and topics are not restricted to house numbers._

### 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 rcs.help@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.