

# SECTION FOUR

## COURSES AND CURRICULA

The Course and Curriculum Management section includes the procedures for initiation, change, and discontinuation of courses, as well as oversight and maintenance of automated and manual course records systems of the University. The processes discussed here lead to the publication of Policy Statements, Curriculum Certifications, the *Schedule of Classes*, and the *University Catalog*. These four documents authorize and govern all instructional programs.

New programs and major revisions to the curriculum are authorized by and communicated by University Policy Statement. Announcements in the *University Catalog* is the responsibility of the Office of the Vice President for Academic Affairs. Courses are authorized by Certifications of new or revised courses which are covered below under Courses.

### Changes to Existing Program Requirements

Changes to program requirements and regulations are submitted through two differing processes depending on the nature of the intended change.

When changes to the course requirements and course content of a program will substantially alter the authorized objectives of the program the change is considered major. When changes to the program regulations governing admissions, student progress, or other administrative processes will substantially change the quantity or quality of enrollees and graduates the change is also considered major. When the proposed change will have no substantial effects on any of these elements, the proposal is considered minor, but the program may be asked to include in the change proposal an analysis of predicted effects. All change proposals are to be submitted using the curriculum Form PF (see sample at the end of this section).

The Office of the Vice President will determine whether a change is major or minor and, accordingly, the appropriate review process. Some major changes may be approved by the Vice President for Academic Affairs acting for the President while others may require authorization from the Office of the Chancellor or the President by Policy Statement. When review in faculty councils and the Senate is necessary, the proposal will be directed to the appropriate council by the Office of the Vice President. Otherwise, for minor changes, the course-curriculum process will be used. The chair of a council or the Senate may request a proposal in that review process be directed to the council during the fifteen working day course-curriculum challenge period.

### Changes to Courses

A new course is one that is intended to convey subject matter not previously covered by an existing course or, if covered by an existing course, to be conveyed with a substantial difference in objective, course methodology, or perspective.

A course change, by contrast, is a modification to one or more course features (elements) to achieve minor course (or curricular) objectives which will not alter enrollment patterns.

A reactivated course is one which has been dropped and is reinstated to be offered by the department again. The course goes through the usual curriculum process to become active again. If it was dropped over 3 years prior to the request for reinstatement, normally a new course is requested.

All instructional programs are to avoid "unnecessary duplication of courses." See University Policy Statement 80-11 (at the back of this section) which provides some specific guidance on these matters.

For every course offered in the University, a standard course outline, a sample syllabus, and bibliography should be on file in the department or college office and in the University Archives. This is a requirement for all General Education courses and all courses articulated with community colleges or other four-year institutions.

The standard course outline should contain (1) the catalog description of the course, (2) a statement of course objectives, particularly General Education course criteria, when applicable, and (3) an outline of the subject matter to be covered. The outline may be thematic and/or sequential. (See sample at the end of this section.) Course outlines for lower division courses are required by the Curriculum Office if the change to the course changes the community college articulation agreement in any way.

The course outline should contain any instructional requirements of all faculty teaching the course, including policies regarding textbooks, testing systems, grading systems, integration of laboratory or other non-lecture/discussion components of the course, and other "administrative" aspects of the course, such as repeatability, etc.

The course syllabus is the individual faculty member's "plan of action" for a particular offering of the course. A faculty member may have different syllabi for different sections of the same course taught at the same time. In addition to an outline of the sequence of subject matter the individual course syllabus should include such "administrative" matters as a statement of the examination/competency testing schedule, test weighting and grading system, withdrawal policy, incomplete policy, etc. The individual syllabus may not contradict the provisions of the standard course outline.

The course bibliography should contain information about the textbooks frequently used in the course as well as a listing of the works in the field with which students should become familiar. The bibliography should not attempt to be comprehensive; rather, it should be of maximum utility to students and faculty reviewing the course. Bibliographies for courses for which General Education approval is sought or maintained should contain lists of the works actually used in the course.

### Instructional Hour

Various matters concerning the conduct of courses are detailed in the *Faculty Handbook* and in the *University Catalog*. The "instructional hour" is 50 minutes in duration, the "instructional hour and a half" is 75 minutes in duration. In all cases, faculty members must provide adequate "passing time" between classes.

### Inactive Courses

The policy of the CSU and of this campus is that a course not offered within a three-year period be declared inactive. Colleges are provided with reports indicating which courses will be considered inactive together with a request for review and comment.

For reactivation of an inactive course:

- *Declared inactive fewer than three years ago:*  
*Fill out a curriculum form (CF) marking "Reactivate Course." Submit it to the college – no college curriculum committee review is needed. It will be included in the upcoming certification cycle.*
- *Declared inactive more than three but fewer than six years ago:*  
*Fill out a curriculum form (CF) marking "Reactivate Course." Submit it to the college for review by the college curriculum committee. If it is approved by the college, it will be included in the upcoming certification cycle.*
- *Declared inactive more than six years ago:*  
*Fill out a curriculum form (CF) marking "Reactivate Course." The course will be treated as a new course (a new course outline and syllabus will be required) when it is submitted to the college for review by the college curriculum committee. If it is approved by the college, it will be included in the upcoming certification cycle.*

Variable course topics (Type II) will automatically be terminated at the end of three years. There are no extensions.

### Course Designation

The four-character standard abbreviation for a program or department is assigned by the Office of the Vice President.

### Course Number

A three-digit number is assigned by the program to identify the course in the *University Catalog* and the *Schedule of Classes*. Course numbers are assigned according to conventions within the program which demark sequences or areas of instruction and according to the definitions established below.

NOTE: Numbers cannot be reused for 10 years.

- 001-099 — special courses involving remediation and development of basic skills. Courses do not convey degree or program credit.
- 100-299 — lower division courses: used primarily for General Education and introductory courses. Courses carry University baccalaureate degree and other program credit.
- 300-499 — upper division courses: used for advanced and specialized instruction. Courses carry University degree and program credit. Courses marked with an asterisk (\*) may be used on a student's graduate program.
- A course may be numbered at both the 400- and 500- level if the faculty provide additional exercises or assignments for students enrolled at the 500-level and grade students differentially. See "Double-Numbering of Courses" below.
- 500-599 — graduate division courses at the 500-level are used for lecture/discussion, laboratory, and fieldwork courses. Courses confer graduate degree credit and, by petition of a second- semester senior student, undergraduate degree or program credit.
- 600-699 — graduate division courses at the 600-level are reserved for advanced graduate level work, usually in the seminar or independent research or other activity format. Graduate degree or program credit only.
- 700 — used only for G.S. 700 (see current *University Catalog*).
- 701-799 — doctoral courses.
- Changes to course numbers which involve a change from one division to another, e.g., from the 200-level to the 300-level, will normally require a new course description, course outline, syllabus and bibliography.

#### Double-Numbered Courses

Certain kinds of courses may be "double-numbered" so that the course can be offered simultaneously (at the same time and place with the same instructor) for students in the lower division and upper division or for students in the upper division and in the graduate division. In all cases the course must have the same number of units, same title, and same mode of instruction (C/S classification). Variable courses and variable course topics may be cross-listed but may not be double numbered.

The double numbering of courses in the undergraduate curriculum is normally limited to studio and performance courses where individual instruction is given to students as a normal form of teaching. The double numbering of courses between the undergraduate and graduate levels may include the studio form of instruction and under the following set of restrictions others forms of instruction.

Upper-division courses at the 400-level and graduate courses at the 500-level only may be double numbered to capture the mode and level differential for graduate students. The courses must meet the requirements for double-numbering above. In addition, they must have different standard course outlines which demonstrate that graduate students are required to complete quantitatively and/or qualitatively more difficult assignments and that graduate students are graded differentially.

#### Reserved Numbers

Certain numbers or parts of numbers are reserved for special purpose courses for which it has become desirable to have a common number throughout the curricula.

- x90 — Normally reserved for variable topic courses, especially 490 and 590;
- 492 — Internships;
- 497 — Reserved for directed studies courses;
- 498 — Reserved for senior thesis courses;
- 499 — Normally reserved for undergraduate "capstone" or integrative seminar courses;
- 695 — Normally reserved for Directed Readings courses;
- 696 — Normally reserved for Research Methods courses;
- 697 — Normally reserved for Directed Research or Directed Studies courses;
- 698 — Reserved for thesis in "30" unit degree programs;
- 699 — Reserved for thesis in "60" unit degree programs;
- 700 — Reserved for G.S. 700;
- 795 — Normally reserved for Directed Studies;
- 798 — Normally reserved for Dissertation

## Suffixes

A one- or two-letter term which indicates that the course is part of a series within the discipline or, as with special suffixes, part of a broad program like General Education or Honors.

An "A", "B", "C" ...etc. suffix indicates a series with similar formats, content, or objectives in the curriculum.

"H" – normally reserved campus-wide for courses in the major for Honors program credit.

"I" – reserved for General Education "interdisciplinary courses" approved by the President on the recommendation of the Senate.

"L" – normally reserved for laboratory courses.

"O" – not used to avoid confusion with "0".

"W" - normally used for workshop courses.

Hyphen ( - ) – between suffixes indicates a sequence of courses in the optimal enrollment sequence. Students should take the lower suffixed course first.

Comma ( , ) – between course number suffixes indicates that a student may enroll in either part of the course first.

## Course Title

The titles of courses and Type III Variable Topics will appear in the *University Catalog* as well as the *Schedule of Classes*. Type II Variable Topic titles do not appear in the *Catalog*, but are given in the *Schedule of Classes*. Frivolous titles or titles using jargon, slang, copyrighted names, trade names, or any punctuation other than the hyphen may not be used. It is unnecessary to repeat the name of the department or program in the course title.

The 32 character (including spaces) abbreviated title is the form of the title which appears on student transcripts, in the *Schedule of Classes*, and the Course Inventory File.

## Course Credit Units

Course credit units are the "semester hour units" earned toward the degree or program by the student completing the course. In lecture, discussion, seminar and some other modes of instruction one course credit unit is earned for the 15 contact hours of instruction in a normal 15 week semester. The typical 3 unit course requires 3 contact hours per week for 15 weeks.

Faculty may expect students to spend approximately 2 hours out of class for each hour in lecture/discussion type classes. Thus a 15 unit lecture/discussion work load for a student would calculate to 15 hours in class a week plus an average of 30 hours outside class, 45 hours workload. At this campus most students have at least a part-time job.

The number of course credit units conferred is determined solely by the course content. Fractional units are not permitted. Certain types of courses may offer a range of units, e.g., 1-3, indicating that a student may enroll for a maximum of three units, in 1 unit increments, 1 and 2 unit increments, or all 3 at once. The subject matter for each increment is determined by a written supervised study agreement between the instructor and student. A student may repeat courses without unit ranges providing that a repetition option for the course has been approved in advance for that course (see below).

A change in course credit units or a change in c/s classification will necessitate the development of a new course description, course outline, and new course syllabus.

*A change in course credit units and/or course description requires review of all existing General Education approval and all Articulation Agreements in force for the course.*

## Frequency of Offering

The standard symbols (optional) are F = Fall, S = Spring, SS = Summer Session, W = Winter, and EXED = Extended Education. If a course is to be offered irregularly, the terms in which it is to be offered during the cycle of the *University Catalog* should be stated specifically, e.g., "F 1997, all W and SS, or, "F,S 1997 only". These symbols are to be used only if the dept. can guarantee the course will be offered for that semester each year. Otherwise, the semester symbol is not to be published.

## Course Description

The course description summarizes the purpose of the course in succinct sentences or phrases. It should not contain justifications for the course. It should contain only the wording necessary to the understanding of the instructional objectives of the course, i.e., its content and methodology. The course descriptions of a department or program should be written with consistency of format, especially with respect to the use of phrases or sentences.

A course description also contains information about prerequisites, permissions, grading policy, repetition, cross-listing, etc. At the end, the mode of instruction should be indicated as follows: "Lecture" or "Lecture/Activity" or "Seminar". Each course requiring more than one hour of class attendance per semester unit must indicate the number of hours of required attendance as follows: "Lecture: 2 hours; Laboratory: 3 hours."

If an "instructional, miscellaneous course fee" has been approved by the Business Manager and the President of the University, the amount of the fee must be included in the course description. No other fees may be advertised or charged. See below.

## Grading Option

University policy provides that a student may choose to take a course for a CR/NC grade instead of a traditional letter grade up to a maximum number of units per semester and a maximum grand total. However, a course may be designated "traditional grading only" or "Credit/No Credit grading only." If so, these notices must appear in the course description in the *University Catalog*. The default option for grading option is "Either."

Some 300- and 400-level courses are approved for use on graduate student programs. These courses are marked with an asterisk (\*) in the *University Catalog*. Graduate students are graded differentially in these courses.

## Repetition Option

Some courses, especially variable topic courses, may be designated as "repeatable." The normal course credit unit limit for any one course is six (6) units, although under exceptional circumstances nine may be permitted. When a course is repeatable, the repetition option should be noted in the course description as follows: "May be repeated to a total of six units. Specific topics may not be repeated." (Policy Statement 73-6)

## Course/Supervision Classification

The Course/Supervision Classification defines course characteristics norms based on the mode of instruction and the level of instruction. A course may have more than one mode of instruction. Each such component is assigned a c/s classification number according to the type of instruction required which determines, therefore, the normative class size for that kind of instruction at the level of instruction indicated, the number of contact hours required per course credit unit per week of instruction, and the weighting factor for computation of faculty workload. See Table 4.3.

## Cross-listing Option

Some courses by virtue of their interdisciplinary content may be offered simultaneously by two or more different departments/programs. Student transcripts will indicate the department or program in which the student enrolled. Similarly, each participating department will be credited according to the source of enrollments. Cross-listing requires the consent of each participating program. Extensive cross-listing with other departments must be justified both academically and fiscally.

Courses may be cross-listed only within the same course-level division, i.e., lower-division 100- and 200-level, upper-division 300- and 400-level, and graduate-division 500- and 600-level. The courses must have the same full and abbreviated titles, the same course description, and the same c/s classifications. If one course has been approved for GE status, the other must also have GE status in the same category. The course description of each course must indicate the equivalency with each of the other courses as follows: "Same course as DEPT 130 or PROG 130".

For scheduling purposes, only, one department is designated the "home" department of the course and all others are designated "dependent" departments. Departments may rotate this responsibility which includes schedule building and staffing administration.

## Course Fee

Executive Order 362 (see end of this section) delegates authorization for approval of all instructionally related course fees to the President and defines the types of optional instructional materials, activities and facilities for which charges are permissible.

The following procedure must be followed for approval to establish, increase, decrease or abolish instructionally related course fees at CSULB:

1. An instructionally related course fee description and approval form must be completed (shown at the end of this section.)
2. The fee should not exceed the actual or pro rata cost of providing the specified goods or services.
3. The course fee must be identified in the *University Catalog of Undergraduate and Graduate Studies* and the *Schedule of Classes*.
4. Fees must be deposited with the Business Office in a trust account established solely for the authorized fee.
5. The trust account must be used solely for the materials, activities or facilities for which the charge is made.
6. If expenditures for the specified materials, activities or facilities are made from General Fund accounts, the department must request a transfer from the trust account each September, December, March and June for reimbursement of the General Fund.
7. Periodic reviews will be conducted to ensure compliance with applicable requirements.
8. Each June, a yearly report will be prepared of authorized instructionally related course fees.
9. Students must have the option of using materials or services provided by the charge or obtaining comparable goods or services from another source.

All instructionally related fees must be authorized and must follow the above specifications.

## Beginning and Ending Terms

This is largely self-explanatory. With change course proposals, the course being replaced will be made inactive at the end of the semester prior to the FIRST OFFERING semester of the replacement; no overlap is permitted. The semester of first offering is normally the earliest possible date in the curriculum calendar, and the date of last offering is normally indefinite, except for variable course topics, which expire in six semesters.

Each course has one or more functions in the department or program. The usual functions are as a "requirement" which every student in the program must complete, an "alternative requirement" which every student in the program may choose to take from among a limited selection, or an "elective" which a student in the program may choose to take from a wide variety of courses in or beyond the discipline. A course may have "status" in more than one degree program and, if so, this should be noted.

## Articulation

Articulation is the term employed to indicate that a course offered by other colleges and universities has been acknowledged as meeting the instructional objectives of a CSULB course. The articulation program of the University operates under the mandate of the CSU for the purposes of facilitating transfer of students between California Community Colleges and private universities to the CSU campuses. Any substantial change in an existing course will require review, if not complete rearticulation. (See Section 8 COURSE ARTICULATION.)

## Variable Courses and Topics

Variable courses provide the medium for offering subjects of a highly specialized and contemporary nature. A variable course consists of its "generic" form, which is shown in the *University Catalog* and its "topics", which appear in the *Schedule of Classes* only if a Type II topic and both the *Schedule of Classes* and the *University Catalog* if a Type III topic. A "generic" course is a "placeholder" for topics; topics cannot exist independently. All topics under the generic course must agree with those course elements (i.e., units, classification). If a different classification for a topic is desired, a new generic course (with a new course number) must be created.

A variable course topic is placed on the Course Inventory File. To differentiate between variable course topics in terms of the duration of their expected viability they have been organized into three categories:

TYPE ONE TOPICS are offered under the "generic" variable course title, e.g., Special Topics. They do not have their own titles. They may be offered only once and require the approval of the college dean only. If a Type One variable course topic appears to require additional offering, it must be changed to a Type Two topic.

TYPE TWO TOPICS are offered under the generic variable course number but under their own individual titles. The titles will be printed in the *Schedule of Classes* but not in the *CSULB Catalog*. Each requires approval at the University level and is placed on the Course Master File. Each Type Two topic expires at the end of three years, at which time it must be converted to a regular course, a Type Three topic or (automatically) deactivated.

- \* College-based policies on Type Two topics may be developed to provide for alternative methods of retiring topics which are not offered on a regular basis. Policies of this kind will take into account: the necessity for reviewing all course and topic outlines and bibliographies periodically, realistic planning of specialty material in terms of projected resources and priority demands on those resources, and the relationship of the topic to the instructor's research and creative activity. College-based policies may cover all programs within the college or only specified ones. Policies adopted must be written, contain a justification or rationale, and receive the assent of the Vice President for Academic Affairs.

TYPE THREE TOPICS are permanent components of the curriculum with the same review requirements as any regular course. The Type Three variable course topic is a regular course in every respect except that it shares a common course number with other topics related to it programmatically. Some departments have found this system useful in managing a curriculum characterized by many subdisciplinary areas (the topics), each requiring a standard approach (the generic course). The titles will be printed in the *Schedule of Classes* as well as the *CSULB Catalog*.

### Curriculum Forms

Currently, the course-curriculum process employs two standard forms. These forms are on PC (DOS) formatted diskettes for use with WordPerfect (MAC format may be requested). The diskettes are available from the Office of the Director of Curricular Administration and from college offices. The forms are modified from time to time to reflect improvements suggested by users and changes in academic policy.

The PC Curriculum System is comprised of two form files: CF and PF, and a document file named INST. College offices are provided with additional instructions on a document filed named COL.INS.

FORM CF — used for proposing new courses, changing or deactivating existing courses, or converting, initiating, changing or dropping variable topics.

FORM PF — used for proposing changes to existing curriculum (program) requirements.

If questions should arise concerning use of any form, call Curricular Administration for information. Printouts of the forms are shown at the end of this section.

Form GE – is not available in computer format at this time. It is used for proposing a course for General Education credit, including Interdisciplinary Course (IC) status. This form is submitted through college curriculum committees directly to the Chair of the General Education Governing Committee.

**NOTE:** The General Education Governing Committee is not a curriculum committee of the University. It cannot and will not consider new course proposals or changes to existing courses. All requests for General Education credit must be requests relating to active courses currently on the Master Course File.

### General Education

*A change in course credit units and/or course description requires review of all existing General Education approval in force for the course.*

## Review Process

Curriculum development processes for courses and minor changes to program requirements take place throughout the academic year. College offices set due-dates for their departments and programs. *All courses with the prefix EDSS go through the subject matter program, the University Single Subject Teacher Education curriculum committee and then to the College of Education curriculum committee.* All course and minor program change proposals are submitted to the Office of Academic Affairs as shown in the Curriculum Calendar at the end of this section.

Following the conclusion of the course-curriculum review processes in the departments and in the college in May, the college dean will prepare and forward all proposals in printout and in WordPerfect diskette format to the Curriculum Office. Course outlines, etc. are filed in college offices and sent to other departments only when specifically requested in a consultation or challenge proceeding.

## Proposed Curriculum

All individual colleges' proposals are collected each into a document called a "Notice of Proposed Curriculum," which is distributed through college offices to all departments and programs where it is reviewed by the faculty. The Notice serves to notify all offices of the intent to offer courses and to modify curriculum.

Some departments which do not offer a graduate degree program of any kind have been authorized to offer a small number of graduate level courses, primarily as service to other graduate degree programs. Prior to offering, each such course must be approved by the University Graduate Council following the normal remonstrance period for new courses.

## Challenge Period

Fifteen working days are provided for any office to challenge a proposal on the grounds of "unnecessary duplication" (see Policy Statement 80-11). Questions about proposals on any other grounds must clearly specify the standard or condition upon which the challenge is based. The challenge period is the second, third, and fourth weeks of September for the Spring Curriculum "Festival" and the third week of December and first two weeks of January for the Winter Curriculum "Festival."

A department cannot challenge another department within the same college.

## Formal Certification

Following the challenge period (or review in Graduate Council), the Director of Curriculum Administration will issue certifications which attest to the fact that the unchallenged courses have survived the challenge period. Certifications authorize changes to the *University Catalog*, Course Inventory File, *Schedule of Classes*, and all other academic publications of the University, including departmental and program brochures. It is recommended that departments post and maintain a continuous file of those certifications which affect its own programs.

## CURRICULUM CALENDAR

- FIRST WEEK OF JULY due-date from colleges for all types of proposals (the only due date for lower division courses.)

Challenge Period: last three weeks of September

Proposals effective: Upper-division and graduate courses: Spring of the following year

Lower-division courses and program requirements: Fall of the following year

- THIRD WEEK OF SEPTEMBER – Type Two Topic End Date Report distributed to colleges

- LAST WEEK OF OCTOBER – Inactive Course Report distributed to Colleges

Challenge Period: First three weeks of November

Proposals Effective: Fall of the following year

- FIRST WEEK OF DECEMBER due date from colleges for upper-division and graduate courses and program requirements

Challenge Period: Third week of December and first two weeks of January

Proposals Effective: Upper-division and graduate courses: the coming Summer or Fall

Program requirements: the coming Fall

- SECOND WEEK OF MARCH due date from colleges for any NEW courses simultaneously submitted to GEGC (to be included with July Proposed Curriculum)