

## SEMINAR COURSES

### I. Policy Section

7.0 Instruction

### II. Policy Subsection

7.14 Seminar Courses

### III. Policy Statement

Seminar courses employ instructional methods that work best among a small group of learners, such as, but not limited to, intensive discussion, reading primary literature, individual or group presentations, and/or learning special laboratory-based skills. Seminar courses are variable from 1, 2, or 3 credit offerings. The credit hour allocation for each seminar topic is established by the instructor in the seminar topic proposal. Given the nature of seminars, the minimum class size is one student and the maximum class size is 15 students. Professors may grant permission for class size to be increased above the 15 student limit.

A seminar focuses on a specific area of enrichment and/or curricular interest and need that is not regularly offered by a department. Seminar proposals are submitted by the instructor to the Department Head and Associate Dean for approval. After a specific seminar has run three times, it is benchmarked and reviewed in tandem by the faculty member, department head, and associate dean in order to evaluate if it should be developed as a regular course offering or remain as a seminar. Seminars that are not developed as a new course may continue to be offered as a seminar and are subject to evaluation on the same schedule.

### IV. Reason for the Policy

To ensure the quality of the College curricula and the means to offer courses in special topics.

### V. Entities Affected by this Policy

- A. Students
- B. Faculty

VI. Who Should Read this Policy

- A. Faculty
- B. Staff
- C. Students

VII. Related Documents

7.13 Course Format and Credit Hour Policy  
GRCC Catalog

VIII. Contacts

Dean of Instructional Support  
School Dean's Offices  
Registrar's Office

IX. Definitions

Seminar - A course which focuses on a specific area of enrichment and/or curricular interest and need that is not regularly offered by a department.  
Credit to Contact Hour Ratio – 1:1.

X. Procedures

A. Seminar Topic Approval

1. Faculty develop seminar course topics using the Seminar Course proposal form in Curriculog.
2. The following curriculum elements are identified in the proposal: Course Prefix, Course Number (based on number of credit hours), Credit Hours, Course Title, Course Description, Course Learning Outcomes, Course Outline, Assessment Strategies, Instructional Strategies, and Semester proposed for the seminar to be offered.
3. The Associate Dean responsible for curriculum oversight in the School is sent the proposal for approval.
4. If/when the Associate Dean makes their approval, the proposal is forwarded to the Registrar's Office to be entered into PeopleSoft.
5. The Instructional Support Office completes a final review of the proposal.
6. Upon approval, the faculty member who initiated the Curriculog proposal works with their Department Head/Program Director and their Associate Dean of Operations to add the course to the schedule.

B. PeopleSoft Set-Up for Courses

1. Courses are set up in PeopleSoft and align to Course Format and Credit Hour policy.

2. Four seminar courses exist for each subject area: 1 credit hour, 2 credit hours, 3 credit hours, 4 credit hours:  
 291 (1 credit hour, 15 contact hours (including exam week)),  
 292 (2 credit hours, 30 contact hours (including exam week)),  
 293 (3 credit hours, 45 contact hours (including exam week)),  
 294 (4 credit hours, 60 contact hours (including exam week)).
3. Seminar courses are not included in the GRCC Catalog, but can be applied toward graduation.
4. PeopleSoft Course Description for All Seminar Courses (customized based on subject area and number of credit hours):  
 This course focuses on a specific topic related to [enter subject code name]. Students meet to engage in an in-depth faculty facilitated conversation or experience that is focused on a particular subject, problem, or issue. This course requires [enter contact hours based on course credit hours] hours of meeting time per week with the instructor as well as readings and homework outside of class. Students should contact the department for more information regarding this course.
5. Seminar Course topics will be added to the Notes section when they are scheduled for delivery. The faculty member offering the Seminar Course will provide the topic to their Department APSS or AD of Operations APSS to enter the Note.

XI. Forms

Curriculog Seminar Course Proposal Form

XII. Effective Date

May 2012

Revisions Effective Fall 2019

Most Recent Revisions Effective Fall 2021

XIII. Policy History

AGC Approved January 2012

AGC Revised - November 2016

Revisions July 2018 - IX. Definitions revised to match new Curriculum Policy and X. Procedures clarified for PeopleSoft course description for all seminar courses

AGC Revised - December 2020

XIV. Next Review/Revision Date

2024-25 Academic Year