

## 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. A seminar focuses on a specific area of enrichment and/or curricular need and interest that is not regularly offered by a department.

### 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

GRCC Students and Faculty

### VI. Who Should Read this Policy

All GRCC Faculty, Staff, and Students

### VII. Related Documents

- A. GRCC Academic Catalog
- B. 7.13 Course Format and Credit Hour Policy

### VIII. Contacts

- A. Director of Curriculum Management
- B. 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

1. Seminar Topic Approval & Set-up (Faculty/Deans/Curriculum):
  - a. Faculty develop seminar course topic(s) using the Seminar Course proposal form in Curriculumlog
    - i. The following curriculum elements are identified in the proposal: Course Prefix, Course Number (based on number of credit hours), Course Title, Course

Description, Course Learning Outcomes, Course Outline, Assessment Strategies, Instructional Strategies, and Semester proposed for the seminar to be offered.

- b. The Curriculum form will be routed to the Dean of the School to approve the seminar request
  - c. Once the seminar is approved by the Dean, the proposal is forwarded to the Records Office to be entered in PeopleSoft
  - d. The Instructional Support Office completes a final review of the proposal
  - e. Upon approval, the faculty member who initiated the seminar proposal works with their Department Head/Program Director and Associate Dean to add the course to the schedule.
  - f. Campus community is notified of the seminar course to assist with promoting the course (ie: advising, admissions, etc)
  - g. After a seminar course topic has been offered three (3) semesters, it should be evaluated by the faculty member, Department Head/Program Director, and Dean to determine if it should be developed as a regular course offering.
  - h. Faculty compensation for Seminar Courses is described in the Faculty Agreement
2. Seminar Course Taxonomy (Curriculum/Records)
- a. Course are set-up in PeopleSoft and align to Course Format and Credit Hour Policy
  - b. Four seminar courses exist for each subject area:
    - 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)).
  - c. Seminar courses are not included in the GRCC Catalog, but can be applied toward graduation requirements.
    - i. Students may not submit more than 12 credits in any combination of Project Seminar and Independent Study courses towards fulfillment of the requirements for any associate degree. Project Seminar courses are normally numbered 291, 292, 293, 294, and Independent Study courses are 298, 299.
    - ii. Any Project Seminar and Independent Study course may be repeated for credit up to the above limits.
  - d. 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.
  - e. Seminar Course Description for **ALL** Seminar Courses (customized based on subject area and number of credit hours), *will be retained within the curriculum database.*

- f. 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 Associate Dean to enter this into the Note Section.
- 3. Seminar Course Procedural Guidelines
  - a. Course transferability is determined by the receiving institution
  - b. Seminar Courses are not eligible for general education classification.
  - c. Seminar Courses could be financial aid eligible, should the student have an open elective within their declared academic program.

#### XI. Forms

Curriculog Seminar Course Proposal Form ([grcc.curriculog.com](http://grcc.curriculog.com))

#### XII. Effective Date

May 2012

Revised Fall 2019, Fall 2021, and Fall 2025

#### 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

AGC Revised - March 2025

#### XIV. Next Review/Revision Date

2027-28 Academic Year