

GAC Policy on CPSC 689s

CPSC 689s provide an opportunity to offer courses on topics that are not covered by permanent courses. 689s can also be used to develop new permanent courses. When a faculty member proposes a 689, it must be approved by the GAC. The approval process will be streamlined if the proposal is developed according to the following guidelines.

Proposal

The following information should be provided.

- A brief description of the course that addresses the following:
 - What are the objectives of course?
 - Why is the course needed?
 - How does the course relate to other CPSC courses?
- Official 689 syllabus, including
 - A brief description
 - Prerequisites
 - Textbook(s), if any.
 - List of topics and the number of hours to be devoted to each topic
 - Grading criteria, including the type of assignments

The course syllabus form is available from Jennifer Carter in the advising office.

In addition, the following information should be provided if the course is intended to be a permanent course.

- List of textbook(s) and/or readings; please have these available for perusal by the GAC
- List of people with whom the course has been coordinated; it is expected that faculty members with related research and/or teaching interests support the creation of the course

Deadlines

If you plan to offer a 689 course in the fall semester, turn in your proposal to the GAC by the preceding January. If you plan to offer a 689 course in the spring semester, turn in your proposal to the GAC by the preceding August. This will ensure that your 689 can make it through the entire approval process in time for the information to be available to the students by pre-registration.

Selection Criteria

There are a number of factors that impact the selection of 689s. These include: Is the course intended to be a permanent course? Does the proposal have support of the faculty in related research/teaching areas? What is the amount of overlap with a regular course or a 689 being offered concurrently? The GAC plans to continue the tradition of accepting proposals from new faculty members on topics that are not covered in regular courses. Preference will also be given to proposals from faculty members who have not offered a 689 in the recent past. Faculty members should inform Don Friesen about their plans to offer a 689 to ensure that their request can be accommodated in the teaching schedule.