

November 23, 2021

To the John Carroll University Community:

The University Committee on Educational Policies (UCEP) has reviewed the current list of course types and is proposing updates to better align these types and other course identifiers with University needs and practices.

The following document outlines these new course type definitions and additional updates to course identifiers. Please note that “course type” is synonymous with “schedule type” in Banner and “section type” in the Coursedog scheduling software. As reference, you may view the fields referenced in this document by accessing the Banner class search:

<https://app2.jcu.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search>

UCEP has recommended that the “Discussion” course type be removed, as it has had very low utilization historically. As an alternative, the definition of the former “Discussion” category was moved to the “Lecture” type, with some modifications. The rationale for this transposition is due to the frequent utilization of multiple modes of delivery in what are defined as “Lecture” courses at JCU.

Additionally, UCEP has recommended that the “Instructional Method” field in Banner, a field previously unused, be implemented in order to communicate synchronous or asynchronous delivery of online content in instances where “Hybrid” and “Online” types are used on sections listed in the semester schedule.

Finally, UCEP has proposed to add additional descriptors to what is currently the “Core/Interdisciplinary Search” field. This field is currently populated with Core curriculum designations, Interdisciplinary programs, and other descriptors such as “Service Learning Course” and “Honors.” In order to make integral course experiences more clearly indicated and searchable by the University community, UCEP has recommended that three new categories be added to this search field and to applicable courses.

Any questions can be directed to Meghan Gibbons (mgibbons@jcu.edu), co-chair of UCEP.

Best regards,
The University Committee on Educational Policies

Proposed New Course Types & Definitions

1. **Lecture:** Content delivered in a variety of modes, including traditional lecture, discussion, small-group/collaborative work, “flipped,” etc. Percentage of delivery modes may vary depending on the course.
 2. **Lab:** Practical application of content learning, e.g., computer, sciences (may include off-campus field/collection work), etc.
 3. **Seminar:** Upper-level disciplinary experience.
 4. **Workshop:** Co-curricular courses including professional development instruction.
 5. **Research:** Independent research, individual/group research projects, readings, thesis or essay development towards the production of new knowledge.
 6. **Independent study:** Independent study (reading, course content) outside typical course offerings.
 7. **Off-Campus Experience **:** Immersive learning typically held off-campus, e.g., cooperative education, immersions, internships, employment, practicum, clinical, field experience, and student teaching.
 8. **Studio/Performance:** Performance courses with a creative or aesthetic component, e.g., studio art, dance, theatre, or music courses.
 9. **Activity:** Courses with a physical application of skills, e.g., PE courses, military science skills courses.
 10. **Hybrid:** Combination of online (synchronous or asynchronous) and face-to-face instruction, where the online instruction replaces class time.
 11. **Online:** Instruction and content delivered solely online, either synchronously or asynchronously, even if orientation and/or testing takes place on campus.
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Instructional Method - required field for Hybrid and Online courses

1. **Primarily Synchronous**
Some or all online content requires meeting during scheduled class time.
 2. **Primarily Asynchronous**
Online content is pursued at the student’s schedule, while still following course deadlines.
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Additions to the “Core/Interdisciplinary Field Search” in Banner:

1. **Optional Travel**
2. **Required Travel**
3. **Field Work/Off-Campus Elements**

In addition, UCEP would like to request community input on updating the title of this field to “Core/Requirement/Attribute”.

Notes to Departments:

- Chairs would be asked to update course descriptions and/or section notes when a course will differ significantly from prototypical courses in the department.
 - Ex: Biology labs with an integral off-site field experience
 - Ex: Travel fees
- Please consider giving courses with “Seminar” in the title a “Seminar” section type.
- More information will be published regarding the distinction between independent study courses and the independent study course type.