Converting from Variable Topics Courses to Cluster Courses

Updating Variable Topics Courses

● Variable Topics (VT) course titles will be administratively updated to eliminate the phrase “Variable Topics in” from the titles, effective Fall 2005. No paperwork or approvals are needed for these editorial changes.
● If additional changes are needed in the course title for VT courses, a course proposal should be submitted along with other catalog changes in the Fall 2004.
● Variable Topic umbrella courses will be automatically inactivated as of Fall 2005.

Cluster Courses

● Beginning Fall 2005, the words “topic” or “topics” are discouraged in course titles.
● All Cluster Course titles will include a common phrase identifying the cluster to which the course belongs followed by a colon at the beginning of the course title. Example: CSci 4403—Systems: Data Mining (“Systems” is the name of the cluster).
● Each Division will be supplied with a current list of Variable Topics umbrella courses and the associated specific topics in the Division for decision-making purposes.
● Each Division will submit to the Dean’s Office a list of Variable Topics courses in the Division along with cluster conversion information:
   -- Will each Variable Topics set be (1) grouped in a cluster; or (2) will currently active topics courses stand on their own as individual courses?
   -- If the answer is (1) above, provide the phrase that will be used as both a heading for the cluster as well as the introductory phrase for each course title in the cluster. (Note: a descriptive paragraph for each cluster should be submitted with Form B.)
   -- Estimate the range of numbers that should be reserved for courses to be added to each cluster.
   -- If a cluster is created, but some of the VT courses will not be included in the new cluster, the VT courses leaving the cluster will need new course numbers. Likewise, if a stand-alone course is added to the cluster, it will need a new number that fits the cluster sequence.