


October 31, 2013

To: All Faculty

From: Dr. R. Ray D. Somera   
Vice President for Academic Affairs

Re: Changes and SOPs for Special Project courses, etc.

Cc: Dr. Virginia C. Tudela, Dean, School of Technology and Student Services  
Dr. Juan P. Flores, Dean, School of Trades and Professional

Last spring, a Special Project Report was completed by Associate Dean Joanne Ige. As a result of that study, the Special Project Course Standard Operating Procedure was revised. An opportunity was given to faculty to provide input on two separate occasions: once before the close of the 2013 spring semester, and at the beginning of the 2013 fall semester. Faculty concerns submitted to the Registrar were incorporated into the revision of the Special Project Course SOP. However, it became evident during the revision process that the Pre-requisite Waiver SOP and the Course Waiver/Substitution SOP needed updating, as well, because they also relate directly to the approval of applications to take Special Project courses. Lastly, the SOPs and related documents were forwarded to the GCC Faculty Senate officers for their input.

I would like to thank everyone who contributed to this comprehensive effort. I considered all the input carefully, and as a result, I have decided that Special Project courses, will henceforth be offered at the college under two circumstances only:

- (1) when a course is the only course left for a prospective graduating student in any given semester;
- (2) when a course is cancelled during the semester due to low enrollment.

Attached to this memorandum are the SOPs as a result of this intensive review. The SOPs, as revised, will become effective immediately beginning with courses in the 2014 spring semester.

This memo and the attached SOPS supersede all other information about Special Project courses found elsewhere in other college publications. Please be guided accordingly.

Attachments