Policy on Proposing and Offering LLED 565 "Special Topics" Courses[1]

It has been a longstanding practice in the Department of Language and Literacy Education to use the course number LLED 565 to pilot new graduate courses. Such "special topics" courses provide opportunities to explore emerging areas of research and/or special interests among faculty, area groups, and students. After an initial piloting phase, these courses may undergo a formal curriculum approval process to become a part of LLED regular course offerings. LLED 565 also provides a platform for visiting scholars to share their expertise with the department.

LLED 565 courses are listed in the UBC *Calendar* as follows:

> LLED 565 (3/6) d Special Course in Subject Matter Field
> *This course is not eligible for Credit/D/Fail grading.*

Normally, LLED 565 courses may be offered a maximum of two times, after which formal Senate approval must be sought via the process for curriculum submissions at UBC outlined here: https://senate.ubc.ca/vancouver/curriculum-submission-guide/ .

Procedures for *Equitable Engagement* with LLED 565 Courses

- The process of submitting an LLED 565 course proposal normally begins in fall for the following academic year (summer or winter sessions).
- Faculty members wishing to teach a special topics course under the LLED 565 number normally submit a proposal to the relevant Program Area Coordinator in September or early October.
- Proposals for courses that do not fit within a single program area should be submitted by the end of September directly to the LLED Graduate Advisory Committee (GAC) Chair, who will place the proposal on the agenda for the next GAC meeting.
- A faculty member should not normally offer more than one LLED 565 course in any two-year cycle. Exceptions may be made at the discretion of the Head.
- Course proposals should include the following: title, description, topics, readings, assignments, approach to assessment, bibliography. In preparing a course proposal, faculty should consult UBC guidance on the content of course syllabi: https://vancouver.calendar.ubc.ca/campus-wide-policies-and-regulations/content-and-distribution-course-syllabi .

[1] **Approved:** Department of Language and Literacy Education Department Meeting, 4 June 2026; effective immediately.

1. Program Area Responsibilities

- Program areas make an initial determination of which courses should be offered under the number LLED 565. This process begins in fall for the following calendar year.
- In early fall, Program Area Coordinators will lead the discussion of LLED 565 course proposals within their program areas and decide which should be recommended to GAC.
- Whether a 565 course can be offered will be subject to ensuring there are appropriate course offerings in the program area for the year in question, with limited redundancy, and that all courses can be staffed, as determined by Program Coordinators in consultation with the Deputy Head and Head.

2. Graduate Advisory Committee (GAC) Responsibilities

- Once approved by the program area, coordinators will forward LLED 565 proposals to the GAC Chair.
- GAC will review each proposal and make a recommendation which will be conveyed by the GAC Chair to the Deputy Head and Head. In considering LLED 565 proposals, the GAC will review the proposed courses (e.g., topic, scope, focus) in relation to the overall course offerings in a given academic year to ensure there is no overlap.
- After a two-year piloting phase an LLED 565 course may be recommended for formal Senate approval. The Program Area Coordinator will first consult with program area faculty members. If regularization is desired by the program area, the proposal will be forwarded to GAC. The GAC Chair will then shepherd the proposal through the usual approval channels (Department, GCAC, Senate, etc.).
- LLED 565 courses that have been offered twice will be not normally be offered again; however, if a curriculum approval process is underway for a given course, it may be offered a third time.

3. Deputy Head and Head's Responsibilities

- Final approval for course offerings rests with the Head.
- Graduate course offerings proposed for the following calendar year, including LLED 565 courses, will be introduced in an LLED Department meeting well in advance to allow for feedback and discussion in relation to graduate curriculum.
- Under-enrolled LLED 565 courses may be cancelled according to the standing LLED policy on course enrolments.