

## College of Arts & Sciences: J-Term Selection Criteria

(To begin January 2025 Term)

During AY25, Arts & Sciences can offer 24 J-Term courses, at least 12 of which need to be part of the faculty teaching load. As such, a representative Ad-Hoc Committee will review proposed J-term courses and make recommendations to the Dean's office if more classes are proposed than can be offered for pay (or offered in any form). Two tracks are offered: a) **streamlined track** for those **teaching in-load** (only cover sheet required), and b) a **competitive track** for those requesting **overload pay** (cover sheet and tentative syllabus/reading list required). All J-Term course proposals, with supporting materials, are due to the College of Arts & Sciences by Tuesday, Sept. 3 with decisions announced by Monday, Sept. 9.

*Note: Travel seminars are excluded from this selection process.*

### **J-Term courses will be evaluated using the following criteria:**

#### *1. Viability of the Course.*

The Committee will consider factors such as historic enrollment for the course; frequency of offering; whether or not the course fulfills AOIs or other requirements; and other considerations regarding likeliness to fill. The Committee also will consider if multiple proposed courses would likely compete for enrollment, such as 5 film classes or 5 classes meeting the same AOI.

#### *2. Suitability for J-term format.*

The Committee encourages classes that meet the spirit of the original intent of J-term. Classes that would benefit from J-term's compressed schedule and/or that provide student experiences less possible during the semester will be prioritized. The Committee will assess for innovative pedagogy, experiential learning, and related factors that distinguish J-term from semester offerings.

#### *3. Curricular Considerations on the Department and College Level*

The Committee values input from departments and programs on J-Term offerings. Such input might include: demand for the course; faculty courseload (e.g., is faculty member going on sabbatical spring semester?); departmental policies/rotations; and departmental 4-year course maps.

#### *4. College-Wide Considerations.*

The Committee will address the range of AOIs, the distribution of J-term classes across departments, and other considerations, such as modality (in-person vs. online vs. hybrid). Strategic alignment with college-initiatives will be prioritized, which may vary year to year.

**Please send your cover sheet (and supporting materials, if required) to Jennifer Cooper ([ask.as@drake.edu](mailto:ask.as@drake.edu)) by Monday, September 9.**

**College of A&S J-Term Course Proposal: Cover Sheet**  
January 2025 Term

Faculty & Course Information

1. **Faculty Name:**
2. **Department:**
3. **Course Number & Title:**
4. **Proposed format:**            In-person    Online    Hybrid
5. **Has this course been offered in a previous J-Term at Drake?**    Yes    No
  - a. If so, please list the historic enrollment for past offerings (e.g., XX enrolled/ XX seats):

Compensation

1. **Will the class be taught in-load Spring 2025?**    Yes    No, overload    Willing to do either
2. **Is the faculty member on sabbatical Spring 2025**    Yes    No, overload    Willing to do either
3. **Does the faculty member have additional course releases Spring 2025?**    Yes    No
  - a. If so, please describe:
4. **Special considerations (e.g. grant support to cover salary)?**    Yes    No
  - a. If so, please describe:

Course Rationale

- Briefly respond to the J-Term selection criteria on previous page to explain the course rationale for J-Term, in no more than one paragraph to help the Committee evaluate the viability of the course, its suitability for J-Term format, curricular considerations on the Department and College Level, and College-wide considerations.

Only if entering the “competitive track” (overload pay):

- Also, attach supporting course information (e.g., tentative syllabus, course description, reading list, or special activities such as community engagement/service-learning) for the Committee’s evaluation.

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