UK
LEXINGTON
COMMUNITY COLLEGE

Application for Offering a Course Using a Distance Education Format

1. Course Prefix and Number: LIT 299

   Course Title: Selected Topic: Advanced Cataloging

   Course Description:
   This course is designed to expand course offerings as new technology is developed, as well as consider contemporary and/or emerging trends in information management and design. Topics may vary from semester to semester at the discretion of the instructor; course may be repeated with different topics to a maximum of six credit hours. Prerequisite: LIT 115 or consent of instructor.

   [Selected topic description: This course reviews basic library cataloging standards and introduces cataloging of non-paper/non-print formats using Anglo-American Cataloging Rules, 2d ed. (AACR2) and Machine-readable Cataloging (MARC). Resolution of cataloging problems is emphasized. The course includes catalog maintenance theory and practice and the future of cataloging.]

   Course Objectives/Competencies:

   - Construct catalog records for non-book items according to Anglo-American Cataloging Rules, 2d ed., AACR2, including Level I, II, or III description and added entries.
   - Assign subject headings and call numbers to non-book materials.
   - Apply Machine-readable Cataloging MARC format to non-book catalog records.
   - Document and apply standards in local practice for maintaining the integrity of the catalog.

2. Effective date (semester and year) Fall 2004

3. Describe the type of distance learning delivery method to be used.

   This course will be delivered via the Internet.

4. Describe how the course will achieve, in new ways, the same learning outcomes as when the course is taught by traditional delivery methods.

Revised 10/02

This course will be taught as a web-based distance course. It is a service-learning course. Students will complete projects in a library to demonstrate mastery of the competencies. Students will establish learning communities with colleagues in the workplace and with fellow-students via the course web site. There will be no quizzes or exams.

5.   Describe the availability of related services such as labs, library, research, and supplemental information.

Course materials are available online in the form of electronic library reserves, online articles and databases, and professional web sites. Students also have access to the Kentucky Virtual Library as well as KYVL-sponsored interlibrary loan service.

6.   For web courses: Describe how ADA compliance has been assessed to ensure accessibility of course content for students with disabilities.

The course will be screened for ADA compliance using accessibility guidelines and/or tools at LCC's Wider World Web site.

7.   Describe how appropriate levels of faculty-student and student-student interaction will be achieved.

Students may interact with the instructor via e-mail, telephone, fax, and student-faculty threaded discussions. Students may interact with each other via e-mail, telephone, fax and threaded discussions. Participation in threaded discussions is required. Submission of assignments via email or a course management system drop box is required.

8.   Describe any technical requirements for remote sites (ITV, computer hardware/software, and special equipment).

Technical requirements for the course management system are met. Specific technical requirements for students accessing the KYVU may be found at their website. If needed, requirements for completion of assignments will be listed in the course syllabus. Students must have Internet access and current browser versions of Internet Explorer and Netscape or Mozilla plus appropriate plug-ins such as Adobe Acrobat Reader.

9.   Within the department, who should be contacted for further information about the proposed course:
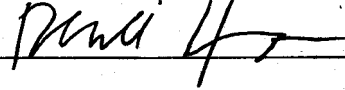
Name: Martha Birchfield

Phone: 257-4872 x4159

Email: marthab@uky.edu

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**Signatures of Approval
for
Internal LCC Proposals**

Program/Area:

Information Management & Design

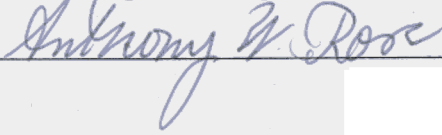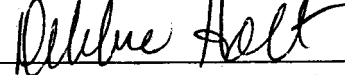Program/Area Coordinator:

_____   Date: 3-12-04

Division:

Behavioral Sciences and Information Systems Technologies
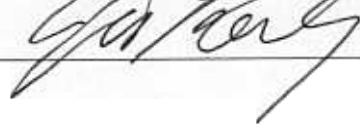
Division Program Development Committee Chair:

_____   Date: 2/20/04

Division Chair:

_____   Date: 3/11/04

Academic Council for Lexington Community College Chair:

_____   Date: 4-21-04

This form is applicable for proposals that do not have to be submitted to the UK Senate.
Examples include but are not limited to the following:

- Application for Removal from General Education List
- Application for Inclusion on General Education List
- Addition to, Change in, or Deletion from *Lexington Community College Credit for External Experiences Manual*
- Application for Offering a Course Using a Distance Education Format

UK LEXINGTON COMMUNITY COLLEGE

ACADEMIC COUNCIL
FOR
LEXINGTON COMMUNITY COLLEGE

PROPOSAL CHECKLIST

Initial	Date

Faculty Member
Prepares proposal
Obtains approval from program/area faculty and signature of program/area coordinator
Submits form to Academic Affairs and division Program Development Committee
Forwards proposal to appropriate KCTCS program development contact

Division Program Development Committee Chair
Calls meeting of committee
Conducts vote on approval of proposal
Signs proposal form and forwards proposal to Division Chair if committee
approves proposal, or sends proposal back to faculty member with suggestions if committee does not approve proposal

Division Chair
Places proposal on division meeting agenda
Conducts vote on approval of proposal
Signs proposal form and forwards proposal to Academic Council Chair if
division approves proposal, or sends proposal back to faculty member with suggestions if
division does not approve proposal

Academic Council Chair
Places proposal on Academic Council meeting agenda when required materials
are received by deadline
Circulates proposal to College faculty
Assigns primary reviewer for proposal
Invites faculty member responsible for proposal to Academic Council meeting
Sends proposal to Academic Council members
Conducts vote on approval of proposal
Signs proposal form if approved
Forwards proposal to the UK Senate Council and UK Registrar if
Academic Council approves proposal, or sends proposal back to faculty member with
suggestions if Academic Council does not approve proposal

Notes:

● This checklist is applicable for all program and curriculum proposals.

● After Academic Council approval, the faculty member submitting proposal is responsible for making any requested changes and submitting revised form to the Academic Council recording secretary within one week.

● To ensure implementation for the following Summer session and Fall semester, proposals should be approved by Academic Council no later than the December meeting.

● To ensure implementation for the following Spring semester, proposals should be approved by Academic Council no later than the May meeting.

● Agenda items for Academic Council meetings are due by the 15th of the preceding month in order to be considered.

● For more information, consult the Academic Council web page at
http://www.uky.edu/LCC/PRES/Academiccouncil/academiccouncil.html.

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