

To the Education Faculty:

The subcommittee on special extension courses submits the following suggestions:

That the faculty consider the possibility of offering two special forms of extension courses as detailed below. If the faculty approves either or both proposals, members of the staff should provide the subcommittee with the information indicated as necessary under each type.

Type A --

Extension courses with reduced credit, in which reading is minimized and carefully prepared lectures are predominant. These courses could be telescoped into a brief calendar period as in Type B, below, or spread over a long period as in the case of our regular extension courses. They might be offered with or without credit, or both with and without credit.

Each member of the staff who is in a position to offer such course should:

1. List any course or courses that he could offer primarily as a lecture course.
2. Provide a brief (temporary) synopsis of the lectures.
3. Indicate the total amount of credit such course should carry.
4. State whether the course should be open to the public without credit.
5. Indicate what requirements you would want fulfilled by those seeking credit.
6. List or submit samples of teaching aids you might use with your lectures such as mimeographed outlines of lectures, study questions, etc.
7. State whether you prefer that such lecture course be scheduled over a short or long calendar period.

Type B --

Extension course of the same nature as our present extension courses except that these are to be scheduled over a short calendar period (three or four weeks) and the instructor is to be in residence in the community in which the course is offered.

Members of the staff in position to offer such course or courses should:

1. List any courses now being offered or any course that could be organized and offered of this type.
2. Provide a brief outline of the course or courses.
3. Indicate the total amount of reading required in terms of prospective enrollees.
4. Indicate probable amount of credit, i.e. 1, 2, or 3 hours.
5. Indicate whether or not you would be willing to spend the necessary 3 or 4 week period in a Kansas community to offer the course and how often during a semester.
6. Either list or estimate the amount of library material the University must furnish with the instructor.

In case any Type B courses are scheduled, the community asking for such will be re- to provide office space for the instructors, library service, and to guarantee reasonable living conditions:

R. A. Schwegler - A H. Turney