TIMEFRAME

At the end of each quarter, the University Senate votes on a list of course change proposals that have successfully cleared review committees at the university-, college- and department-levels. This review process takes a minimum of three terms, depending on the completeness of the proposal and the time it was initiated by the faculty member. Exceptionally heavy committee caseloads and/or requests that prompt development of new policy may extend this timeframe. **Departments should construct a curriculum planning schedule that will allow adequate time for this three-level curricular review, as well as the scheduling of classrooms.**

The **CAS Curriculum Committee [CASCC]** sets its submission deadlines so as to allow a full term to review course change proposals before the **University Committee on Courses [UOCC]** deadlines. **Internal departmental vetting should be conducted within the term prior to the CASCC deadlines for course change proposal submission.**

- **Proposals targeting the CASCC Fall round of review** should be submitted for departmental review the previous spring and/or summer. Those granted departmental approval before Sept 30th will undergo college-level review during fall term. If approved by the CASCC by mid-December, they may be reasonably assured of UOCC endorsement before end of winter term and Senate approval in March.

- **Proposals targeting the CASCC Winter round of review** should be submitted for departmental review during fall term. Those granted departmental approval before December 15th will undergo college-level review during winter term. If approved by the CASCC by mid-March, they are likely to gain university- and senate approval by end of spring term.

- **Proposals targeting the CASCC Spring round of review** should be submitted for departmental review during winter term. Those granted departmental approval before March 15th will undergo college-level review during spring term. If approved by the CASCC by end of June, they will be reviewed by the university committee in the following fall as no curricular review is conducted during the summer.

Only those course changes that have gained Senate approval by the end of spring term may be put into effect the following fall.

ROLE OF REVIEW COMMITTEES

The **CAS Curriculum Committee [CASCC]** reviews departmentally-endorsed proposals submitted by the term deadline and negotiates improvements as needed with the proposing department. At the end of the term, those proposals judged to be in compliance with curriculum guidelines will be forwarded to the UOCC for university-level review the following term. Incomplete or unclear proposals will be rolled back to the department for revision, delaying final approval.

The **University Committee on Courses [UOCC]** reviews all college-endorsed proposals submitted to them before the start of term and negotiates additional improvements with the college and with the proposing department as needed. If endorsed by the UOCC by the end of term, the course change will be included on their quarterly report to the Senate, and voted upon at the last meeting of term. Approved changes take effect the following fall unless an earlier feasible date is stipulated.
DEPARTMENTAL REVIEW

Departments are responsible for establishing internal protocols for conducting a thorough curricular review well in advance of the college’s quarterly submission deadlines. Sending forward a proposal that is unclear, lacks proper support documentation, or in any other way does not comply with university regulations will slow its progress through the review process – potentially delaying the preferred implementation date of the course.

Role of Departmental Curriculum Coordinators
The faculty member designated as Departmental Curriculum Coordinator [DCC] is responsible for overseeing curricular review for their unit. This person may be the department head in smaller units or the chair of the committee that conducts curricular planning for a larger department. The DCC should be familiar with college and university protocols and the mechanics of CourseLeaf – the university’s on-line curricular review system – so as to serve as
- a resource within the department and
- a liaison between departmental-, college- and university-level curricular review bodies.

Consult your College Curriculum Coordinator for guidance in establishing a workflow within CourseLeaf that will best suit your departmental curricular review process.

Initiating a course change proposal
The Faculty proposer is responsible for producing a syllabus that complies with university and college guidelines before requesting departmental permission to propose a new course or to significantly change an existing course. DCCs should refer them to the detailed guidelines provided on the CAS Curriculum Development webpage at [http://cas.uoregon.edu/curriculum/](http://cas.uoregon.edu/curriculum/).

Faculty members encouraged by their DCCs to proceed with a proposal must access CourseLeaf to enter details of their course on-line. DCCs must notify the College Curriculum Coordinator of any additions to their list of authorized users. The faculty proposer submits a completed CIM proposal form, with uploaded syllabus, to initiate curricular review workflow via CourseLeaf beginning with departmental review and approval.

Resource personnel available to faculty proposers include the curriculum coordinators for
- a) your department,
- b) the college (currently Lexy Wellman lwellman@uoregon.edu) and
- c) the university (currently Kathy Warden kathyw@uoregon.edu)