

# Helpful hints for submitting a proposal to UOCC

The UOCC evaluates proposals for the following course actions:

- Add a new course
- Change an existing course
- Drop a course
- Change course level
- Change credit hours
- Course reinstatement
- Add multicultural status to a course
- Add or remove repeatability to a course

## Documentation to submit:

Summary Letter: Provides a summary of the proposals, which includes adds, drops and changes to existing courses.

Course proposal forms and supplementary materials:

- Narrative proposal
- Electronic curriculum form – to be completed using the Electronic Curriculum System (ECS)
- Syllabus with enough detail to document scope of course and student workload including planned reading list, assignments, methods of assessment, and instructional format.
- Justification statements for group-satisfying or multicultural status, if applicable
- Evidence of the “substantive and measurable difference” in type and amount of work required for credit at the 4xx level and 5xx level, if applicable
- In case of similarity to an existing course or including subject matter that might be taught by another department, an explanation of why the course would not be duplicative, as well as statements of support from any possibly affected departments or schools.

## What UOCC looks for:

- Carefully checks the summary cover letter to ensure that the information contained in the letter corresponds to descriptions on the forms and in the supporting documents.
- Reviews each course proposal in detail. Determines if the information provided is complete, that the changes make sense and the course has value to the student and the university curriculum, and the content is rigorous and coherent.
- Reviews the syllabus. Is it detailed and robust? Does it clearly describe the course purpose and projected learning outcomes? Are the performance evaluation criteria clear and reasonable? Are the credit hours appropriate? Are there distinctions between undergraduate and graduate students clearly articulated and substantial?
- If proposed for multicultural status or group satisfying, has the department submitted detailed justification and does the course as described meet the approved criteria?
- If the course is similar to courses in other academic units, is there an explanation of why the course would not be duplicative? Does the proposal show proof of support from any possibly affected departments or schools?

- Considers the staffing commitment. Has the department included an explanation of how the course will be covered? Will the department cover the proposed course with current staffing, or will new staff members be hired?
- Contact information in the event there are questions from the UOCC about the submitted proposals.

**Minor administrative changes:**

Submit these requests in writing or email directly to Mike Jefferis in the Registrar's Office. Extensive changes may be referred to the UOCC for consideration. (Hint: course information printed in the university catalog which is in bold type requires approval from the UOCC.) The following minor course changes may be made without review by the UOCC: minor revisions to a course description; pre- or corequisites; grading options changes; conditions of repeatability.

**IMPORTANT:** For a complete overview of the process for curricular changes, please read the "Procedures for Curricular Changes" found at <http://committees.uoregon.edu/sites/committees.uoregon.edu/files/Procedures%20for%20Curricular%20Changes-%28August%202009%29.pdf>. Having a complete understanding of the process and submission of detailed proposals with all necessary documentation and justifications allows the UOCC to review them without unnecessary delay. If you have any questions, you may contact the UOCC curriculum coordinator, Kathy Warden at [kathyw@uoregon.edu](mailto:kathyw@uoregon.edu) or call 6-3531.