College of Education Curriculum Policy and Procedures

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I. OVERVIEW

This policy serves as the primary source for the composition of the COE Curriculum Committee and outlines its rights and obligations. Further, this policy provides guidance on the use of specific terminology to ensure consistency with University of Oregon policies and accurate representation of COE academic activities.

Specifically, this policy establishes the domains of responsibility of the faculty and the curriculum committee in four main areas:
1. College-wide Course Offerings
2. Experimental Course Offerings
3. Addition or Modification of Courses
4. Addition or Modification of Programs (e.g., Majors, undergraduate Minors, Certificates, Graduate Specializations, etc.)

II. ROLE OF THE COLLEGE OF EDUCATION CURRICULUM COMMITTEE

According to the COE Internal Governance policy, the College of Education (COE) Curriculum Committee (CC) has responsibility for oversight, review, and initial approval of all proposed curricular changes within the COE. In addition to college-level review of course changes and new programs (e.g., majors, minors, certificates, graduate specializations, etc.), the committee is tasked with periodic review of, and proposed revisions to, the existing COE curriculum policies. To the extent appropriate and necessary, the committee shall draft new policies and procedures responsive to changes in other University and COE policies, program and course requirements, curricular practices, and related administrative structures.

The COE Curriculum Committee will meet at least once per quarter during the academic year. The membership and process for filling positions is defined in the Internal Governance policy. The COE Curriculum Committee will submit a curriculum report to the COE Dean and faculty for review at the end of each academic quarter.

III. COLLEGE-WIDE COURSES

POLICY: The College of Education (COE) has courses that are designed to be relevant to students in all degree programs in the college. The degree programs are expected to include the college-wide courses as degree requirements and not develop courses within their programs that duplicate the content in college-wide courses. College-wide courses include, but are not limited to, courses in research foundations and traditions. In some instances these courses are required for COE degrees. All courses designed as college-wide courses should receive input from faculty representing all academic programs/majors in the COE in order to eliminate redundancy and enhance coherence, coordination, and efficiency.

All of the college-wide courses will use the EDUC prefix. Open-ended courses (e.g., 199, 407, 609, etc.) cannot be college-wide courses. All COE course syllabi will be available on the designated college website and in department offices.

Required College-wide Research Courses

Though college-wide courses could be in any content area, the COE currently has courses required of all PhD and Master's programs. The COE requires that all Master's students take a course on social science research methods. For those seeking a terminal Master's degree, that course in EDUC 611; for those current master's students who may pursue a doctorate in the future, that course is EDUC 612. Entering PhD students who have not taken EDUC 612 or its equivalent during their Master's studies are required to take EDUC 612. In addition, all PhD students are required to take a college-wide course on philosophical foundations of educational research (EDUC 616).

Beyond these college-wide required course, all Ph. D. students are required to complete college-wide courses in at least two educational research methodologies. Students must take a minimum of 6 methods courses. Four or five of these should be in their primary methodology and one or two should be in a secondary methodology. This means that students are required to enroll in courses from:

> (a) one of three primary traditions of research methodologies—quantitative, qualitative, or single subject research,
>
> AND
>
> (b) one additional secondary research emphasis area—quantitative, qualitative, single subject research, or program evaluation (program evaluation only serves as a "secondary" research area). This secondary area must be different from the tradition selected for (a) above.

PhD students choosing quantitative or single subject research as their primary methodology may be required to take EDUC 614. See Appendix A (*College-wide Research Courses: Operating Procedures*) for description of currently approved courses and associated procedures.

Developing and/or Modifying College-wide Courses

The development of new or modification of existing college-wide courses follow the standard course approval process in the COE (see Section V) as well as any applicable University of Oregon curriculum policies. Since these courses do not have a department, the COE Curriculum Committee serves as the department during the approval process in Section V as well as the COE Curriculum Committee. Since the COE Curriculum Committee is acting both as the department, and college-wide curriculum committee, faculty should also anticipate that proposals to create new college-wide courses might require multiple submissions or more thorough initial discussion when being considered by the COE Curriculum Committee. The COE Curriculum Committee may ask faculty submitting a proposal to attend the COE Curriculum Committee meeting to address questions. Similar to courses within a department, any content shift in any college-wide course that would typically be shared with the department should be shared with the COE Curriculum Committee. Review Section V for specific procedures for modifying or propose a new course.

Request a Waiver by a Degree Program of Core Content Courses

A degree program may make a formal petition to the COE Curriculum Committee to waive a college-wide course requirement for the students in their program. The petition should clearly describe why the program degree requirements will not conform to the required college-wide course and should clearly indicate how the competencies represented in the required college-wide course will be met through alternative means. Petitions should be delivered to the Chair of the COE Curriculum Committee a minimum of two weeks prior to a scheduled committee meeting for consideration at the next meeting. The committee may ask for a program representative to attend the meeting to present the petition.

IV. EXPERIMENTAL COURSES

POLICY: The policy for developing experimental courses in the COE conforms to university policies, which can be found "UOCC Procedures for Departmental Curriculum Changes".

Experimental courses are considered "regular" academic credit courses offered through an established academic program that are designed to be temporal and developmental. Experimental courses may be offered for a *maximum of three years*, after which the course should be dropped or added to the permanent curriculum. *Experimental courses should not be listed as a required part of a degree program or as a prerequisite for another course*.

V. COURSE MODIFICATIONS OR ADDITIONS

POLICY: To ensure conformance to university policy and to confirm that documentation required for the University review is accurate and appropriate, the COE Curriculum Committee has established three types of review that should help faculty and staff determine the intensity of review required of a proposed curriculum change (Appendix B), be it a minor course change (e.g., change in grading option, etc.) or a major course change (e.g., adding a new course to the curriculum, etc.). The college review process must be executed prior to submission of any proposed curriculum changes to the UO Committee on Courses (UOCC), which serves as the primary approval mechanism for course/curriculum changes at the University of Oregon. Currently the UG Council and Graduate Council are developing policies related to online courses – new and revisions of face-to-face to online courses. This policy will be updated once the policies are complete.

Among our guiding principles for curriculum within the COE are the following:

- Promote coherence, coordination, and efficiency in course development both within and across programs in the COE;

- Include in program curriculum requirements existing courses in the COE *before* developing new courses;

- Communicate and collaborate across academic disciplines, programs and majors in order to enhance COE curriculum coherence, coordination, and efficiency.

All course curriculum proposal submissions that involve a course modification or addition should follow the guidelines set by the UOCC. In addition, courses that are explicitly designed and proposed to meet the multicultural requirement for the bachelor's degree should include expanded course descriptions in the syllabus that include the multicultural aims of the course. Curriculum changes proposed in a given year generally take effect in the *following* academic year. When proposed courses are associated with a new program that is not yet approved by the UO, the COE Curriculum Committee and faculty may approve the new courses but not forward them to the UOCC until the new program is approved by the Graduate or UG Council.

Any proposal submitted in the COE will be assigned by the COE Curriculum Committee to one of three types of internal review: (a) an Exempted Review, (b) an Expedited Review, or (c) a Full Review. Table 1 provides a brief review of the types of changes associated with each type of review. A visual display of the COE Curriculum Review Process is illustrated in a more detailed flow chart is in the Appendix B.

Table 1. Types of internal course reviews (Note: All EDUC courses follow Full Review Procedures)

Exempted Review: Changes that represent non-substantive, procedural modifications including but not limited to: • Change in course title • Minor wording changes to course descriptions or course title • Changes in pre- or co-requisites • Changes in grading options • Changes in the conditions of repeatability for a course approved for repeatability	**Expedited Review**: Changes that represent minor, but non-trivial and important modifications including but not limited to: • Course-level changes (e.g., undergraduate to graduate) • Credit hour changes (increase or decrease) • Reinstatement of a course • Add or remove the repeatability of a course Submission of existing course to UOCC for approval as a multicultural or general university requirement	**Full Review**: New courses or substantive modifications to existing courses including but not limited to: • Substantial changes in the content of a course • Adding a new course • Dropping a course • College-wide courses (i.e., courses that are required for more than one degree or major)
Reviewed by COE Curriculum Committee Chair and approved	Reviewed by subcommittee of three COE Curriculum Committee members; Approved by COE Curriculum Committee.	Reviewed and approved by COE Curriculum Committee members; Approved by faculty vote

An **Exempted Review** is designed for proposed curriculum changes that represent non-substantive, procedural modifications of existing courses. These changes include, but are not limited to:

- *Change to course title*
- *Minor wording changes to course descriptions*
- *Changes in pre- or co-requisites*
- *Changes in grading options*
- *Changes in the conditions of repeatability for a course previously approved for repeatability.*
- *Changes include such conditions as the number of times a course may be repeated for credit, limit the credits that can be taken (e.g., repeatable twice for maximum of 3 credits; repeatable – no limit, etc.)*

PROCEDURES: These proposed changes do not require review by the University of Oregon Committee on Courses (UOCC). However, because the proposed changes must be submitted through CourseLeaf Management System to the Curriculum Coordinator in the Office of Academic Affairs, the UO Catalog Editor in Creative Publishing, and the Curriculum Coordinator in the Office of the Registrar, such changes will be submitted to the COE Curriculum Committee Chair for review for three reasons: (a) to ensure the proposed change is expedited, (b) to ensure that the appropriate documentation is in order prior to forwarding the proposed changes, (c) to chronicle the proposed changes as part of the COE record of curriculum changes which will permit the inclusion of these changes in the COE Curriculum Committee's

curriculum report to the COE Dean and faculty, and (d) to document and track changes to the UO catalog.

Exempt proposals should be announced to the department faculty, approved by the department head, and then be submitted to the COE Curriculum Committee chair through email. Upon review, if approved the Dean or Designee will forward them through email to be entered into CourseLeaf by Office of Academic Affairs. If not approved, the program director and department head will be notified and provided with suggestions and comments for revision and resubmission. Updates of course modifications approved through exempt review will be announced to the COE Curriculum Committee and announced at the next faculty meeting or through a written quarterly curriculum update.

An **Expedited** Review is designed for proposed curriculum changes that represent minor, but non-trivial and important modifications to existing courses. These changes include, but are not limited to:

- *Course-level changes (e.g., undergraduate to graduate, etc.)*
- *Credit hour changes (increase or decrease)*
- *Reinstatement of a course*
- *Add or remove the repeatability of a course (from a course with a permanent number)*
- *Approval of change in a course with a permanent number in order to submit to UOCC for approval as a multicultural or general university requirement*

Proposals that require Expedited Review are required to have been approved by the department faculty (based on the internal governance policy of the department) and the approval of the department head. Once approved by the department, the proposal is forwarded through the CourseLeaf Management System to the COE Curriculum Committee. Once received by the COE CC chair, to ensure that the appropriate documentation is in order, the proposal will be forwarded for review by a subcommittee of three committee members for decision of either (a) recommend and publish the change in the committee's curriculum report to the COE Dean or (b) not recommend the change and return the proposal to the department with suggestions or comments for revision and resubmission.

While the course proposal is being reviewed by the COE curriculum subcommittee it will also be sent to COE instructional voting faculty[1]. Those faculty can submit comments to their COE Curriculum Committee representatives to be shared as part of the COE Curriculum Committee discussion. The subcommittee members' decisions and the faculty comments will be shared with the full COE Curriculum Committee for consideration in the Committee's final decision. For proposals that require revision and resubmission, the committee will communicate (via phone and email) the subcommittee's rationale and recommendations for requesting a revision directly to the faculty member and department head proposing the change. Upon

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[1] Instructional voting faculty are determined by the Internal Governance policy in each department.

approval of the COE Curriculum Committee the proposal, it is sent to the Dean for approval using the CourseLeaf Management System. Updates of new courses or course modifications approved through Expedited Review will be announced at the next faculty meeting or through a written quarterly curriculum update.

A **Full Review** is designed for proposed curriculum changes that represent major, substantive modifications or additions to existing courses. These changes include, but are not limited to:

- *Making substantial changes in the content of an existing course (e.g., student objectives, etc.)*
- *Adding a new course*
- *Dropping a course*
- *Making changes to COE core or common courses (i.e., courses that are required on the program plans for students in more than one degree or major)*

Proposals that require Full Review are required to have been approved by the department faculty (based on the internal governance policy of the department) and the approval of the department head. Once approved by the department, the proposal is forwarded through the CourseLeaf Management System to the COE Curriculum Committee Chair. Once received by the COE CC chair to ensure that the appropriate documentation is in order the proposal will be forwarded for review by all COE Curriculum Committee members. While the subcommittee reviews the course proposal, it will also be sent to COE instructional voting faculty[1]. Those faculty can submit comments to their COE Curriculum Committee representatives to be shared as part of the COE Curriculum Committee discussion. The entire committee will discuss the proposal at the next meeting and either (a) submit the change to the faculty for approval and vote, or (b) not recommend the change and return the proposal to the department with suggestions or comments for revision and resubmission.

All new college-wide courses should be submitted to the COE Curriculum Committee with: (a) compelling demonstration of the need for the college-wide course, (b) a justification for why the course should be required of all degrees, and (c) a clear rationale for (a) not utilizing existing courses or (b) replacing existing courses with the proposed college-wide course. Cultural competencies and infusion of human diversity should be central to the instructors´ pedagogical strategies. For example, including examples relevant to all participating program areas and to diverse populations or the use of instructional strategies that are inclusive and build on student diversity.

For proposals that require revision and resubmission, the committee will communicate (via phone and email) the subcommittee's rationale and recommendations for requesting a revision directly to the faculty member and department head proposing the change. Upon approval of the COE Curriculum Committee the proposal will be sent to COE instructional faculty[1] for a vote. Updates of new courses or course modifications approved through Full Review will be announced at the next faculty meeting or through a written quarterly curriculum update.

The COE Curriculum Committee Chair will submit a curriculum report to the COE Dean and faculty for review three times a year coinciding with the COE faculty meetings at the end of each academic quarter. All decisions made by the COE Curriculum Committee in response to formal proposals shall be documented, and records of such documentation maintained in the COE Academic Affairs Office.

Summary of steps for submitting a new course or course modification proposal
(Also see Appendix B)

1. Complete submission information in CourseLeaf in accordance with UOCC guidelines. To be sure you include all relevant information for the COE Curriculum Committee, use the COE CourseLeaf Tip Sheet and the syllabi template posted on the COE curriculum resources page [URL].
2. Obtain approval of the entire submission from the relevant program or department faculty (in accordance with the department Internal Governance Policy). At a minimum, to allow for faculty review and comment, programs should inform program faculty of the proposed change via email or at a program faculty meeting at least one week prior to the discussion and final department approval.
3. Department Head approves the course in CourseLeaf. Approval verifies a) available funding for the course, and b) approval using the department's Internal Governance procedures.
4. Student Services Coordinator submits the proposal via CourseLeaf to the Chair of the COE Curriculum Committee in accordance with the specified timelines posted on the COE curriculum resources page.
5. The COE Curriculum Chair forwards to COE Curriculum Committee members a notice of the need to review a course proposal and sends an email to instructional faculty alerting them to share comments with their COE Curriculum Committee representatives.
6. COE Curriculum Committee determines approval of the proposal at its next scheduled meeting.
7. Department is notified of approval or denial. If a full proposal has been approved, COE instructional voting faculty (in accordance with the COE Internal Governance Policy) review and vote on the proposal.
8. If approved by faculty, the COE Curriculum Chair forwards the proposal in CourseLeaf to the Dean. The Dean indicates approval (or rollback) in CourseLeaf and the proposal is forwarded to the UO Committee on Courses (UOCC) for review and approval. If rejected, return to step 1 of this process (re-development of proposal).
9. If approved by UOCC then will move to reading and entry into UOCC Curriculum Report for approval by the Senate.

VI. ACADEMIC PROGRAM MODIFICATIONS OR ADDITIONS

An academic program refers to an academic major, minor, certificate or specialization. Each of these types of programs has specific core, required, and elective courses as well as other requirements established by the university, college or department. The type of courses in the program are defined through the academic program approval process. The primary types of programs offered at undergraduate and/or graduate level are:

Major: An academic major is the area of focus within a graduate or undergraduate degree. Specific courses are required in primary subject areas to provide the student with knowledge, skills, and competence in this area of focus.

Minor: An academic minor is a secondary area of focus. Minors are only offered at the undergraduate level. Specific courses are required in a designated secondary subject area distinct from and usually outside the student's degree major.

Certificate: Certificates are offered at the undergraduate and graduate level. A certificate is a program of study requiring one year or more, but less than four years, of full time equivalent, postsecondary level work. It can be pursued or concurrently with a degree. All certificates must follow the University guideline available on the Graduate School [website](#) or the undergraduate website

Graduate Specialization: A Graduate Specialization is program at the graduate level composed of either a subdivision of a major or an interdisciplinary track in which a *strong graduate-level curriculum is available.* Once approved and the student graduates with his or her primary degree, Graduate Specializations are indicated after the major on the student's official records and transcript. A Graduate Specialization may be proposed by a single department or program, or by multiple departments or programs that agree to jointly sponsor the specialization. By serving as the sponsor(s) for the proposed Graduate Specialization, the department(s) is making a commitment to provide sufficient resources for the proposed Graduate Specialization to thrive. All specializations must follow the requirements on the Graduate School [website](#).

POLICY: New program proposals or significant *program* changes require four different levels of review in the COE prior to submission to the University Councils: (a) departmental/program approval, (b) COE Curriculum Committee **Full Review**, (c) COE faculty vote, and (d) COE Dean review and approval. The college review process (approval by approved by the COE Curriculum Committee, COE faculty and Dean) must be completed prior to the university level (e.g., Academic Affairs, Undergraduate or Graduate Council, etc.). All new degrees or programs will need to be approved by the Board of Trustees, and by state bodies (e.g., HECC, Provost's Council, etc.). An external review team must also review new graduate majors. See Academic Affairs website for more information. Currently the UG Council and Graduate Council are developing policies related to online courses/programs – new and revisions of face-to-

face to online courses/programs. This policy will be updated once the policies are complete.

NOTE: The process for approval has multiple steps both inside and outside of COE. Many of these have set dates in which they will review or vote. To ensure timely approval proposals for a) a *new* major should submit to the COE Curriculum Committee at least 18 to 24 months before planned implementation, and b) changes to new or modified proposals related to minors, certificates, graduate specializations or minor modifications to existing majors should submit to the COE Curriculum Committee at least 12-18 months before planned implementation. When these changes are requested by an external accrediting agencies (e.g., TSPC, APA, NASP), the program should notify the COE Curriculum Committee Chair. The Chair will notify the Committee members and the program can implement the changes while the program changes are going through the curriculum process.

Per request of Academic Affairs, at the time a new program is sent to the Graduate or UG Council for review, all the courses for the program should have been approved for permanent numbers through the UO curriculum approval process (or at least approved by the college). As a result, faculty will need to submit any new courses for a new program through the COE curriculum process concurrent with the request for new program approval. The COE Curriculum Committee may approve the courses but not forward them to the UOCC until the new program is approved by the Graduate or UG Council.

PROCEDURES: For UO procedures once approved by the COE follow the UO guidelines for adding a new program.

Synopsis: The first step for any *new* program is the approval of a synopsis. A synopsis should include: overview of the program, the impact on the college and other departments. The synopsis should be approved by the department (in accordance with department Internal Governance Policy) and approved by the department head. After department approval the synopsis is submitted to the COE Department Head Council for review, comments, and approval. They can approve the synopsis with specific recommendations for the faculty to address in the full proposal. The approved synopsis is submitted to Academic Affairs (and Graduate School is at the graduate level) as a form of notification of the potential change or new program.

Steps for submitting a <u>synopsis </u>for a new program (e.g., major, minor, certificate, specialization) (Also see Appendix B)

1. Department or program completes a synopsis and obtains approval from department faculty as described in internal governance policy. If approved, synopsis is submitted to the Chair of the COE Curriculum Committee for preliminary review.
2. Chair of the COE Curriculum Committee presents synopsis to Department Head Council and Dean for approval in concept, budget implications, and suggestions or areas to address in the full proposal.
3. If approved, Chair of the COE Curriculum Committee sends any comments or suggestions to the Department. The Chair of the COE Curriculum Committee shares synopsis and Department Head Council comments/recommendations with COE Curriculum Committee at next meeting as a means of notification.
4. The COE Curriculum Committee chair announces the submission of a synopsis of a new program in the curriculum report to COE faculty.
5. Synopsis is forwarded to the Provost or designee in the Academic Affairs Office and Graduate School.

All program proposals (new or modifications of existing programs) require review by the COE Curriculum Committee. This review will be either an **Expedited** or **Full Review**. All new programs require a Full Review. The level of review for existing programs requesting modifications will be determined based on the level of modification. Some examples are below.

Expedited	Full Review
• Change in name • Change in total number of credits required	• New program • Drop existing program • Change in program purpose and objectives

Full Review. The program proposal should be entered into CourseLeaf and be approved by the department (in accordance with department Internal Governance Policy) and approved by the department head. Approval by the department head indicates faculty approval according to the department's Internal Governance Policy and adequate funding for the program. Keep in mind when entering information that the content has multiple audiences: COE faculty, UO Committee members, Senate members, Board of Trustees, etc. For the COE all proposals should include information on how the change is likely to affect students, and how it furthers the mission of the COE. In addition *new programs* require documentation of due diligence to document the perceived or existing overlap and impact on existing programs within and outside the college. For *changes to existing programs* include a description of the change in the program and the rationale for the change. Be sure to provide the Committee with relevant information about the existing program so that the change is clear. If providing a proposal for a specialization be clear as to how this builds from and is linked to the existing approved degree.

Once approved by the department, the proposal is forwarded through the CourseLeaf Management System to the COE Curriculum Committee Chair. Once received by the COE CC chair it is reviewed to ensure that the appropriate documentation is in order and the proposal will be forwarded for review by all COE Curriculum Committee members. While the subcommittee reviews the program proposal, it will also be sent to COE instructional voting faculty[1]. Those faculty can submit comments to their COE Curriculum Committee representatives to be shared as part of the COE Curriculum Committee discussion.

For a *new program*, faculty will be required to present their proposal at a meeting of the COE Curriculum Committee as part of the Full Review process. For *programs with modifications*, the committee can request a faculty member from the proposed program attend. In this meeting, program representatives will have the opportunity to describe the program and answer questions from committee members. The entire committee will discuss the proposal and either (a) submit the proposal to the faculty for approval and vote, or (b) not recommend the proposal and return the proposal to the department with suggestions or comments for revision and resubmission. For proposals that require revision and resubmission, the committee will communicate (via phone and email) the subcommittee's rationale and recommendations for requesting a revision directly to the faculty member and department head proposing the change.

Within one week of the COE Curriculum Committee meeting, the COE Curriculum Committee will either (a) recommend the proposal and forward their recommendation to COE Dean and the COE faculty for review and vote, or (b) not recommend the change and return the proposal to the program with comments for revision and resubmission. In cases of a proposal resubmission, the Chair of the COE Curriculum Committee will meet at the request of the program faculty and director to present the committee's findings and recommendations. Upon approval of the COE Curriculum Committee the program proposal will be sent to COE instructional faculty[1] for a vote. Updates of new program proposals or program modifications approved through Full Review will be announced at the next faculty meeting or through a written quarterly curriculum update.

The COE Curriculum Committee Chair will submit a curriculum report to the COE Dean and faculty for review three times a year coinciding with the COE faculty meetings at the end of each academic quarter. All decisions made by the COE Curriculum Committee in response to formal proposals shall be documented, and records of such documentation maintained in the COE Academic Affairs Office.

Expedited Review. Minor changes to programs such as change in title and change in total credits should be sent to the COE Curriculum Committee and then will need to be sent forward to the UO curriculum approval process. Changes should be entered into CourseLeaf and be approved by the department (in accordance with department Internal Governance Policy) and approved by the department head. Approval by the department head indicates faculty approval according to the department's Internal Governance Policy and adequate funding for the changes/modifications.

Once approved by the department, the proposal is forwarded through the CourseLeaf Management System to the COE Curriculum Committee Chair. Once received by the COE CC chair it is reviewed to ensure that the appropriate documentation is in order and the proposal will be forwarded for review by all COE Curriculum Committee members. While the subcommittee reviews the program proposal, it will also be sent to COE instructional voting faculty[1]. The subcommittee members' decisions and the faculty comments will be shared with the full COE Curriculum Committee for consideration in the Committee's final decision. For proposals that require revision and resubmission, the committee will communicate (via phone and email) the subcommittee's rationale and recommendations for requesting a revision directly to the faculty member and department head proposing the change. Upon approval of the COE Curriculum Committee the proposal, it is sent to the Dean for approval using the CourseLeaf Management System. Updates of program modifications approved through Expedited Review will be announced at the next faculty meeting or through a written quarterly curriculum update.

Within one week of the COE Curriculum Committee meeting, the COE Curriculum Committee will either (a) recommend the proposal and forward their recommendation to COE Dean and the COE faculty for review and vote, or (b) not recommend the change and return the proposal to the program with comments for revision and resubmission. In cases of a proposal resubmission, the Chair of the COE Curriculum Committee will meet at the request of the

program faculty and director to present the committee's findings and recommendations. Upon approval of the COE Curriculum Committee the program proposal will be sent to COE instructional faculty[1] for a vote. Updates of new program proposals or program modifications approved through Full Review will be announced at the next faculty meeting or through a written quarterly curriculum update.

The COE Curriculum Committee Chair will submit a curriculum report to the COE Dean and faculty for review three times a year coinciding with the COE faculty meetings at the end of each academic quarter. All decisions made by the COE Curriculum Committee in response to formal proposals shall be documented, and records of such documentation maintained in the COE Academic Affairs Office.

Review Timeline: Due to the need to be reviewed at the college and the university level all program proposals that require FULL REVIEW and should be received a minimum of 18 to 24 months before planned implementation of the program and program proposals that require EXPEDITED REVIEW should be received a minimum of 12-18 months before planned implementation. When these changes are requested by an external accrediting agencies (e.g., TSPC, APA, NASP), the program should notify the COE Curriculum Committee Chair. The Chair will notify the Committee members and the program can implement the changes while the program changes are going through the curriculum process.

Steps for submitting a <u>full proposal</u> for a new or modified program
(Also see Appendix B)

1. Complete the application packet in accordance with Academic Affairs guidelines on the UO Academic Affairs Website**.**
2. Complete a cover page memo for the COE Curriculum Committee that: a) describes how the change is likely to effect students; b) documentation of due diligence to document the perceived or existing overlap and impact on existing programs within and outside the college; and c) how it furthers the mission of the COE.
3. Obtain approval of the entire application packet from the program/department faculty according to the department's Internal Governance Policy. Add to the cover page the outcome of the faculty vote—voice or ballot -with signature approval from Department Head on the cover page to indicate content approval and funding support.
4. Submit the proposal to the Chair of the COE Curriculum Committee according to the timeline on the COE Curriculum Resource website. These will be set at least 3 weeks prior to the COE Curriculum Committee meeting.
5. The proposal will be sent for review by the COE Curriculum Committee. Faculty will be notified of the proposals and asked to provide comments to their COE Curriculum Committee representative.
6. The Chair of the COE Curriculum Committee will determine if the proposal needs to be presented to the Curriculum Committee by the faculty member(s). COE Curriculum Committee undertakes Full Review of the proposal and votes to accept the proposal or return for revision and resubmission.
7. Chair of the COE Curriculum Committee notifies the department head and submitting faculty member of the committee's decision.
8. For a new Graduate major an external review is required. This review can be scheduled prior to the COE Curriculum Committee meeting, but should not occur before the presentation to the Curriculum Committee meeting.
9. If approved, the COE Curriculum Committee sends an announcement (including links to the proposal documents) to COE instructional faculty[1] to vote on the proposal. If revisions are needed based on comments it is returned to the faculty.
10. If approved, the Chair of the COE Curriculum Committee forwards the proposal to the Dean of the COE.
11. The Dean of the COE reviews and approves the proposal or returns to the Chair of the COE Curriculum Committee. **Note:** New graduate programs must have an external review
12. COE Curriculum Committee forwards materials to the Graduate School and Academic Affairs to forward to Undergraduate or Graduate Council for review and approval.
13. If approved by the Undergraduate or Graduate Council, the proposal is then sent for approval by Academic Affairs and Senate.
14. New programs may need to go to the Board of Trustees or state bodies (e.g., HECC, Provost's Council, etc.). Check UO policy.

APPENDIX A
Collegewide Research Course Procedures

College-wide Research Courses: Operating Procedures

Though college-wide courses could be in any content area, the COE currently has courses required of all PhD and Master's programs. The COE requires that all Master's students take a course on social science research methods. For those seeking a terminal Master's degree, that course in EDUC 611; for those who may pursue a doctorate, that course is EDUC 612. Entering PhD students who have not taken EDUC 612 or its equivalent during their Master's studies are also required to take EDUC 612. In addition, all PhD students are required to take a college-wide course on philosophical foundations of educational research (EDUC 616).

Beyond these college-wide required course, all Ph. D. students are required to complete college- wide courses in at least two educational research methodologies. Students must take a minimum of 6 methods courses. Four or five of these should be in their primary methodology and one or two should be in a secondary methodology. This means that students are required to enroll in courses from:

Students must enroll in a total of 6 courses, across these two areas. Table 1 provides information on the courses that can be included in these 6 courses Students must enroll in either:

- 4+2 combination in which at least 4 courses represent the primary research tradition and two courses represent the secondary research area. For example, the 4+2 combination of courses could include 4 courses in quantitative research and 2 courses in one of the following traditions: qualitative, single subject, or program evaluation methodology. Another combination example is 4 courses in qualitative research and 2 courses in single subject, quantitative, or program evaluation, and so forth.
- 5+1 combination of courses that would be similar in structure (5 courses in a primary research "tradition" and 1 course in a "secondary" research area). A 5+1 combination requires advisor approval, as well as academic program or major approval.

PhD students choosing quantitative or single subjects research as their primary methodology may be required to take EDUC 614

Any course waivers for individual students due to completing prior coursework should follow typical college policy and procedures. Any program wide waiver needs to follow procedures in the Curriculum COE Policy.

Table 1 lists the EDUC college-wide PhD research courses. Departments offer a number of other research courses that are not College-wide courses. Several departments offer advanced methodology courses (EDST and EDLD). These courses are not listed in this table but if a student meets the prerequisites for these courses the student the student may use these advanced courses in their 4+2/5+1 research requirements.

Table 1. EDUC College-wide PhD Courses in the College of Education		
Prerequisites	EDUC 612 Social Science Research Design	A doctoral level course designed as an introduction to key methodological concepts in design of empirical research studies
	EDUC 614: Educational Statistics (pre-req: EDUC 612)	Foundations of statistical methods for research producers. Covers sampling methods, descriptive statistics, standard scores, distributions, estimation, statistical significance testing, T tests, correlation, Pearson's chi-square test, power, effect size.

Quantitative	Qualitative	Single Subject	Program Evaluation
EDUC 640 Applied Statistical Design and Analysis (pre-reqs: EDUC 612 and 614)	EDUC 630 Qualitative Methodology I: Interpretivist Inquiry	EDUC 650 Single Subject Research Methods I (pre-req: EDUC 614)	EDUC 620 Program Evaluation I (pre-req: EDUC 640)
EDUC 642 Multiple Regression in Education Research (pre-req: EDUC 640)	EDUC 632 Qualitative Methodology II: Post-critical Inquiry (pre- or co-req: EDUC 630)	EDUC 652 Single Subject Research Methods II (pre- req: EDUC 650)	EDUC 621 Program Evaluation II
EDUC 644 Applied Multivariate Statistics (pre-req: EDUC 640)	EDUC 634 Qualitative Methodology III: Post-humanist Inquiry (pre- or co-req: EDUC 630, EDUC 632)	EDUC 654 Advanced Applied Behavior Analysis (pre-req: EDUC 652)	
EDUC 646 Advanced Research Design in Education (pre-req: EDUC 640)	EDUC 636 Advanced Qualitative Methodology: New Materialisms (pre- or co-req: EDUC 630, EDUC 632, EDUC 634)	EDUC 656 Advanced Analysis of Single-case Research (pre-req: EDUC 650. One course in structural equation modeling or hierarchical linear modeling is recommended)	

Determining EDUC Course Schedule

All EDUC courses are reviewed each year (late Fall) by the Department Head Council (DHC; Department Heads, Associate Deans and the Dean) to determine the offerings. Courses have been set for predetermined times that are consistent across years in order for all programs to schedule around these. If on the rare occasion a program needs to request an adjustment to the standard time, program directors and/or department heads who use the course that term must meet to see if a mutually agreed upon new time can be determined or if the course should remain at the current time.

The Dean's Office is responsible for large classroom scheduling and input into Banner.

Identifying EDUC Course Instructors

Instructors are selected each year by the Department Heads in consultation with the Associate Dean of Academic Affairs (DOAA) and the Dean. The process requires multiple steps and is designed to have instructors identified by early February so Department Heads can assign instructors to their program level courses. This process begins in late November or early December with an instructor self-nomination process. Upon the closure of this nomination period the DHC review nominations and select the instructors for the next year. Table 2 provides the timeline. Applicants are reviewed and selected considering the following:

1. Instructor has **relevant content expertise directly related to the course** as evidenced by each of the following: scholarly background, publications, professional training, and applied experience.

2. Instructor is **well matched to the needs of students to be enrolled and the course structure** (e.g., able and willing to teach students planning careers in diverse professional contexts, expected enrollment of course, deliver course content in hybrid models).

3. Instructor is a **career research, career instructional or tenure track faculty with an appointment in COE.**

4. Instructor has **experience teaching this or a related course (at UO)**.

5. Assignment best meets **departmental need** (e.g., instructional assignment plans, faculty load considerations).

In the case of multiple competent nominees for a course (above criteria), the course assignment shall favor a qualified faculty member who is new to the course, or who has taught the course for fewer than three consecutive offerings. This allows for sharing and rotation of course assignments over time.

Table 2: Timelines for Approval of EDUC Courses and Instructors		
Date	What	Who
Last DHC meeting of spring term	Develop list of courses for the following academic year	DOAA/ADAA
Early Nov	Confirm course offerings for the following year	DHC
Mid Nov	Prep the online nomination form in Qualtrics	DOAA
Open by first week of Dec	Recruit faculty via online submission	DOAA Faculty
2 mtgs in Jan	Review nominations and select candidates	DHC
Feb 10	Notification of appointments; Notify non COE to apply to pool	Business Manager/ Dept. Heads
May DHC mtg	Re-verify all appointments at DHC meeting	DOAA /ADAA
2nd week of each term	Check with all departments re: any changes in expected enrollment, scheduling, etc. for the following term	ADAA

Payment of instructors

Beginning in fall 2009 the proportion of the FTE for faculty teaching EDUC courses was paid centrally with COE funds. Once selected all COE faculty (NTTF and TTF) that have been selected will be notified by their department head. Any COE faculty member (e.g., research faculty members) that are not affiliated with a department will be notified by the Associate Dean of Academic Affairs.

When it is necessary to hire instructors who are UO faculty outside of the COE or faculty pro tem member, the department heads will identify a department for the candidate to affiliate with for the purposes of hiring and support. If a faculty member is within the COE and not affiliated with a department again a department will de identified for the purposes of hiring and support. The applicant will be hired through that department (using applicant pool if necessary).

Instructor support

There are clear expectations that instructors will maintain close correspondence to course content, design and syllabi developed for each course. The course syllabi are available at [link]. The department in which the instructor is a member or for which they have affiliated during the hiring process will provide the standard instructor support. If a high need arises the Department Head can consult with the Associate Dean of Academic Affairs.

Course modifications

Since the COE Curriculum Committee is acting as program and department any content shift in any college-wide course that would typically be shared with the department should be shared with the COE Curriculum Committee and any major changes need to go through the COE Curriculum Committee. The following are the types of changes that need a formal request of a change through CourseLeaf.

Exempted Review: Changes that represent non-substantive, procedural modifications including but not limited to:	**Expedited Review**: Changes that represent minor, but non-trivial and important modifications including but not limited to:	**Full Review**: New courses or substantive modifications to existing courses including but not limited to:
- Change in course title - Minor wording changes to course descriptions or course title - Changes in pre- or co-requisites - Changes in grading options - Changes in the conditions of repeatability for a course approved for repeatability	- Course-level changes (e.g., undergraduate to graduate) - Credit hour changes (increase or decrease) - Reinstatement of a course - Add or remove the repeatability of a course Submission of existing course to UOCC for approval as a multicultural or general university requirement	- Substantial changes in the content of a course - Adding a new course - Dropping a course - College-wide courses (i.e., courses that are required for more than one degree or major)

APPENDIX B
Course and Program Procedures

Types of Course Review

Exempted Review	Expedited Review	Full Review
Non-substantive, procedural modifications including but not limited to: ✓ Change in course title ✓ Minor wording changes to course descriptions ✓ Changes in pre- or co-requisites ✓ Changes in grading options ✓ Changes in the conditions of repeatability for a course approved for repeatability .	Minor, but non-trivial and important modifications including but not limited to: ✓ Course-level changes (e.g., undergraduate to graduate) ✓ Credit hour changes (increase or decrease) ✓ Reinstatement of a course ✓ Establishing the repeatability of a course (add or remove) ✓ Request for course with a permanent number to meet multicultural or general university requirement	New courses or changes that represent major, substantive modifications to existing courses including but not limited to: ✓ Substantial changes in the content of a course ✓ Adding a new course ✓ Dropping a course ✓ Making changes to "core content" courses (i.e., courses that are required for more than one degree or major; EDUC)

Course Modification or New Course Approval Process

Submitter → **Department** → **COE CC** → **Faculty** → **Dean** → **University**

Submitter:
- Prepare syllabi with program
- SSC* enter into CourseLeaf and forward

Department:
- Department faculty approval according to Internal govern. policy
- Department head approval
- SSC check and send on to COE CC Chair in CourseLeaf

COE CC:
- COE CC Chair reviews in CourseLeaf sends to COE CC
  - **Full** — All CC members
  - **Expedited** — 3 CC members
  - **Exempted** — Chair of CC review

- Chair emails faculty to send comments (for Full)
- **Full:** All CC members discuss and approve to move to faculty vote → Chair emails faculty to look at CourseLeaf and vote in Qualtrics
- **Expedited:** All CC members discuss and approve
- **Exempted:** Chair announces to CC
- Chair approves in CourseLeaf and announces in Quarterly Faculty email or faculty meeting

Dean:
- Dean/designee approves in CourseLeaf

University:
- UOCC reviews and approves or returns to submitter for changes
- Senate approves as written in Curriculum Report
- Sends to Registrar's office/ placed in Banner/catalog

*SSC Student Services Coordinator

Types of Program Review

Expedited Review	Full Review
Minor or non-substantive and important modifications including but not limited to: ✓ Change in name ✓ Change in total number of credits required	New courses or changes that represent major, substantive modifications to existing courses including but not limited to: ✓ New program ✓ Drop existing program ✓ Change in program purpose and objectives

Synopsis Process for Programs

Submitter

- Prepare synopsis
- Submit to Department Head

Department

- Department Head for approves of concept and has fiscal support
- Submit to Chair of COE CC

COE CC Chair, Department Head Council and Dean

- Chair reviews and sends to Department Heads and Dean
- Chair of COE CC submits to Department Head Council for discussion, recommendations to include in full document and approves moving forward to full proposal
- Dean reviews, recommendations to include in full document and approves moving forward to full proposal
- Chair summarizes recommendations and sends to faculty submitter and Department Head

Submitter

- Submitter prepares full proposal
- Chair notifies Academic Affairs and Graduate School of potential program

Full New Program Process

Submitter → Department → COE CC → Faculty → Dean → University

Submitter
- Prepare Full proposal according to UO and COE requirements.
- Submit program proposal and any new courses to SSC for entry into CourseLeaf (CL)
- Department Head approval to move courses and program proposal forward to department faculty

Department
- Department faculty approval of program (and any new courses, if relevant) according to internal govern. policy
- Department head final approval
- SSC check and forward in CL to COE CC Chair in CL

COE CC
- Chair reviews in CL program (and new courses, if relevant) sends to COE CC
- All CC members review & comment on program (and new courses if relevant)
- Chair emails faculty to send comments to CC members
- Submitter presents program to COE CC
- All CC members discuss and approve program (and new courses if relevant) to go to faculty vote
- Chair emails faculty to look at CL and vote on program (and new courses, if relevant) in Qualtrics
- Chair approves program (and new courses, if relevant) in CL and announces in Quarterly Faculty email or faculty meeting

Dean
- Dean/designee approves in CL

University
- Graduate School (Graduate Council) or Academic Affairs (UG Council) and approves or returns to submitter for changes
- Academic Affairs approval
- Senate approval
- New programs need approval of Board of Trustees or state bodies—See UO policy