College of Education Curriculum Policy and Procedures

COLLEGE OF EDUCATION CURRICULUM COMMITTEE

In the 2007-2008 Academic Year (AY), the College of Education (COE) established a COE Curriculum Committee with representation of two faculty members (one tenure or tenure-track, one non-tenure track) from each of its four departments (Counseling Psychology and Human Services [CPHS], Educational Leadership [EDLD], Special Education and Clinical Sciences [SPECS], and Teacher Education [TED]). The committee was charged with the task of reviewing the existing COE curriculum policies and procedures which originated in 1997 and were last revised in 2002. The committee was also given the charge to revise the extant policies and procedures and, to the extent appropriate and necessary, develop new polices and procedures that reflected current University and COE policies, program and course requirements, curricular practices, and administrative structures. This charge was formally specified at a Department Head’s Council meeting on January 15, 2008, and committee members were formally installed and given their charge in a May 27, 2008 memo from Dean Bullis. Full documentation of the COE Curriculum Committee’s appointment, charge, meeting calendar, and meeting minutes is available at the following link: http://education.uoregon.edu/feature.htm?id=684.

The set of policies and procedures delineated here represent the COE Curriculum Committee’s response to the charge from the COE faculty and Dean. The COE faculty formally adopted these COE Curriculum policies and procedures by unanimous vote at a college-wide faculty meeting on December 5, 2008.

PURPOSE

The purpose of this document is twofold: (a) first, we define the policies for modifying, reviewing, developing, and approving courses and programs within the College of Education; (b) second, we describe a set of procedures for implementing these policies. Our intent is to offer a set of policies that are transparent in their meaning, and are coherent, comprehensive, and not redundant. Moreover, the policies seek to promote collaboration and cooperation across departments in the College of Education.

The College of Education at the University of Oregon is committed to providing students with an exemplary education that prepares undergraduate, master’s, and doctoral-level professionals to contribute to and advance the field of education and human services, including related areas and specializations. The policies and procedures described in this document conform to curriculum policy and requirements of the University of Oregon.

[NOTE: See the following hyperlink to the University of Oregon Curriculum Policy & Procedures http://academicaffairs.uoregon.edu/content/academic-programs-approval-process]
CURRICULUM REVIEW AND APPROVAL PROCESS

The College of Education conforms to the university policy on making changes to existing courses. Thus, faculty are encouraged to consult the University Curriculum Website at: http://uocurriculum.uoregon.edu/home/index.htm and the checklist for support documentation to submit with course changes at: http://uocurriculum.uoregon.edu/Documentation/F07REVChecklistofSupportDocswECD.pdf. All new COE courses and revisions to existing courses must follow university policies, as well as COE policies and procedures described herein.

Program and curriculum development in the College of Education is the purview and privilege of the faculty. Thus, courses in the College of Education shall be developed, staffed, and supported by COE faculty. The faculty of the COE will have primary oversight of curriculum changes which will be managed administratively through the COE Curriculum Committee. However, in all cases, COE faculty involvement is required for approval of all curriculum changes.

Course Modifications or Additions

POLICY: To ensure conformation 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, be it a minor (e.g., change in grading option) or a major (e.g., adding a new course to the curriculum) course change. The internal 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.

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. A visual display of the COE Curriculum Review Process including the three-types of internal review (Exempted, Expedited, and Full) is illustrated below in Figure 1.

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:

- Minor 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
Figure 1.

**EXEMPT FROM REVIEW**

**Existing Courses** (exempt changes)
- Minor changes to description
- Minor title change
- Pre/Co-Requisites
- Grading option
- Conditions of repeatability

Changes will be reported to COE Curriculum Committee and made public.

- Submit in accordance with Review Cycle Timeline
- Proposal included in omnibus report

**EXPEDITED REVIEW**

**Existing Courses** (minor changes)
- Course level (undergrad to grad)
- Credit hours (increase or decrease)
- Reinstatement of course
- Repeatability (add or remove)

Complete Proposal Packet
- Rationale & COE Non-Duplication Statement
- Departmental Signature and Announcement

Department
- Revision (or Appeal) Required
- Proposal Declined

Brief Committee Review
- Reviewed for completeness and policy compliance

COE Faculty
- Faculty Vote
- Voice vote on omnibus report at faculty meeting
- COE Approval
- Dean reviews proposal and faculty recommendation
- University Review
- Reviewed in accordance with UO policy and procedures

**FULL REVIEW**

**New & Existing Courses**
- Add new courses
- Change content of existing course
- Drop course from curriculum
- Change COE Core/Common course

Complete Proposal Packet
- Rationale & COE Non-Duplication Statement
- Departmental Signature and Announcement

Department
- Proposal Revision (or Appeal) Required
- Proposal Declined

Initial (and revised proposals) reviewed for completeness and policy compliance

COE Faculty
- Faculty Vote
- Voice vote during regularly scheduled faculty meeting
- COE Approval
- Dean reviews proposal and faculty recommendation
- UO Curriculum Committee
- University Review
- Reviewed in accordance with UO policy and procedures

**FULL REVIEW**

**Programs**
- New Programs
- Changes to Existing Program
- Major changes (2 or > courses)

Pre-Approval
- COE dean reviews proposal synopsis

Department
- Proposal Revision (or Appeal) Required
- Proposal Declined

Full Committee Review
- Initial (and revised proposals) reviewed for completeness and policy compliance

COE Faculty
- Faculty Vote
- Voice vote during regularly scheduled faculty meeting
- COE Approval
- Dean reviews proposal and faculty recommendation
- UO Curriculum Committee
- University Review
- Reviewed in accordance with UO policy and 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 in writing 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 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, receive a signature from the department head, and then be submitted to the COE Curriculum Committee. The exempted review process is illustrated in Figure 2 below.

**Figure 2.**

**Exempt from Review**

<table>
<thead>
<tr>
<th>Existing Courses (exempt changes)</th>
<th>Changes will be reported to COE Curriculum Committee and made public.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor changes to description</td>
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<tr>
<td>Minor title change</td>
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<tr>
<td>Pre/Co-Requisites</td>
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<tr>
<td>Grading option</td>
<td></td>
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<tr>
<td>Conditions of repeatability</td>
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</tbody>
</table>

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)*
- *Credit hour changes (increase or decrease)*
- *Reinstatement of a course*
- *Repeatability of a course (add or remove)*

An Expedited Review requires approval of the COE Curriculum Committee which will utilize a subcommittee of three committee members to review the proposed changes and 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. All those proposals that are approved will be presented to the COE general faculty at the next possible quarterly faculty meeting. One overall faculty vote will be taken on all Expedited Review proposals presented. The expedited review process is illustrated in Figure 3 below.
Figure 3.

EXPEDITED REVIEW
Existing Courses (minor changes)
Course level (undergrad to grad)
Credit hours (increase or decrease)
Reinstatement of course
Repeatability (add or remove)

Review Timeline: All curricular change proposals requiring EXPEDITED REVIEW must be received a minimum of two weeks before the next meeting of the COE Curriculum Committee (typically the committee meets in November, February and May).

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
- 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)

A Full Review requires approval of the full COE Curriculum Committee. There will also be a COE faculty vote on each individual proposed change. Following submission of the required forms and documentation to the COE Curriculum Committee, the entire committee will review the proposal and either (a) recommend and publish the change in the committee’s curriculum report to the COE Dean and 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. The full review process is illustrated in Figure 4 below.

COE Curriculum Committee Approval Timeline and Process. For both Expedited and Full Review, the COE Curriculum Committee will review all curricular change proposals received a minimum of two weeks before the next meeting of the committee (typically the committee meets in November, February and May). The committee will usually inform the department of the
Figure 4.

FULL REVIEW

New & Existing Courses
- Add new courses
- Change content of existing course
- Drop course from curriculum
- Change COE core/Common course

Departmental Signature and Announcement

Department

Complete Proposal Packet
- Rationale & COE Non-Duplication Statement

Departmental Signature and Announcement

Full Committee Review
- Initial (and revised proposals) reviewed for completeness and policy compliance

Coe Curriculum Committee

Faculty Vote
- Voice vote during regularly scheduled faculty meeting

Coe Faculty

Coe Approval
- Dean reviews proposal and faculty recommendation

Coe Dean

Proposal Revision (or Appeal) Required

Proposal Declined

University Review
- Reviewed in accordance with UO policy and procedures

UO Curriculum Committee

Committee’s decision shortly after the committee meeting. 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 proposing the change. Faculty members are encouraged to communicate with the committee to clarify the recommendation or to seek further information.

Curriculum Committee Report to COE Dean and Faculty. The COE Curriculum Committee 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. Included in the report will be all expedited or full review curricular proposals being submitted for vote of the COE voting faculty members.

PROCEDURES: All course curriculum proposal submissions that involve a course modification or addition should follow the guidelines set by the UOCC (http://uocurriculum.uoregon.edu). 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. Curriculum changes proposed in a given year generally take effect in the following academic year.
Steps for submitting a course proposal change to the COE Curriculum Committee

1. Complete submission packet in accordance with UOCC guidelines
   [http://academicaffairs.uoregon.edu/content/academic-programs-approval-process]
2. Complete the cover page form for the COE Curriculum Committee that describes the intended audience for the course, a brief justification for the addition or change, and evidence that there is no duplication with existing COE courses.
3. Obtain approval of the entire submission packet from the program faculty (including a report of the program faculty vote—voice or ballot) with signature approval from the Department Head. 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 presentation to department faculty for vote and approval.
4. Submit the proposal to the Chair of the COE Curriculum Committee in accordance with the timeline specified below.

Following submission to the COE Curriculum Committee, proposals will undergo either an exempted, expedited or full review.

Summary of the course additions or modifications approval process

1. Faculty member completes submission packet
2. Proposed change announced to program faculty for approval via voice or ballot vote
3. Department Head approval is given
4. Packet is submitted to the COE Curriculum Committee at least two weeks before the next meeting of the committee
5. COE Curriculum Committee reviews proposal at its next scheduled meeting
6. The COE Curriculum Committee notifies department of approval/denial
7. The COE Curriculum Committee publishes and distributes the curriculum report to faculty prior to the next COE end-of-term faculty meeting
8. Faculty vote to approve or not approve COE Curriculum Committee recommendations.
9. COE Curriculum Committee forwards materials to the UO Committee on Courses for approval.

Timeline for submitting course additions/ modification proposals to COE Curriculum Committee

The schedule for the submission of course change proposals to the COE Curriculum Committee is two weeks before the next meeting of the committee in November, February, or May.
Program Modifications or Additions

**POLICY:** Major program change proposals require full review by the COE Curriculum Committee as described earlier. In addition, four different levels of review are required prior to submission to the University Councils and UOCC: (a) departmental/program approval, (b) COE Curriculum Committee **Full Review**, (c) COE faculty review and vote, and (d) Dean of the COE review and approval. Major program changes that require these levels of review include the following:

- adding/creating or dropping a major, minor or formal certificate
- deactivating a major, minor or formal certificate
- changing the name of a major, minor, or a formal certificate
- changing the number of credits required for a major, minor, degree or certificate
- adding or removing a degree program
- changing the name of a degree program
- making any significant changes in major or minor degree requirements.

New programs or major program proposals should be submitted to the COE Curriculum Committee 18 to 24 months before planned implementation of the program.

**PROCEDURES FOR PROGRAM MODIFICATION:** Major program modification proposals require a **Full Review** by the COE Curriculum Committee [NOTE: Creating or adding a *new* program requires a separate review, which is described below].

In addition, program faculty will be required to present their formal proposal at a meeting of the COE Curriculum Committee as part of the Full Review process. In this meeting, program representatives will have the opportunity to describe the program change and answer questions from committee members. Following this meeting and within two weeks of the presentation, 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 with the program faculty and director to present the committee’s findings and recommendations.
Steps for submitting a proposal for a program modification to the COE Curriculum Committee

1. Complete the submission packet in accordance with UOCC guidelines: http://academicaffairs.uoregon.edu/content/academic-programs-approval-process
2. Complete the cover page form for the COE Curriculum Committee that describes how the change is likely to affect students, and how it furthers the mission of the COE.
3. Present the proposal at a program faculty meeting prior to submission to the COE Curriculum Committee.
4. Obtain approval of the entire submission packet from the program faculty (include the outcome of the faculty vote—voice or ballot) with signature approval from Department Head.
5. Submit the proposal to the Chair of the COE Curriculum Committee according to the timeline indicated below.
6. Contact the Chair of the COE Curriculum Committee to schedule a time to present the proposal at a meeting of the COE Curriculum Committee.
7. Present the proposal at a meeting of the COE Curriculum Committee.
8. COE Curriculum Committee undertakes Full Review of the proposal and votes to accept the proposal or return for revision and resubmission.
9. Chair of the COE Curriculum Committee notifies the program of the committee’s decision.
10. The COE Curriculum Committee sends an announcement (including links to the proposal documents) to COE faculty to review the proposal for scheduled vote at next end-of-term COE faculty meeting.
11. Faculty vote to approve or not approve COE Curriculum Committee recommendations at end-of-term CEO faculty meeting.
12. The Dean of the COE reviews and approves the proposal.
13. COE Curriculum Committee forwards materials to the UO Committee on Courses for approval.
Summary of the program modifications approval process

1. Program faculty complete submission packet
2. Proposed change announced to program faculty and vote taken
3. Department Head approval given and proposal is submitted to the COE Curriculum Committee for preliminary review
4. Presentation of proposal at COE Curriculum Committee meeting
5. COE Curriculum Committee conducts Full Review
6. COE Curriculum Committee notifies department of approval/denial
7. When approved, COE Curriculum Committee publishes and distributes proposal to COE faculty for review and vote
8. Faculty vote at next end-of-term COE faculty meeting to approve or not approve the COE Curriculum Committee recommendation.
9. Dean approves proposal
10. COE Curriculum Committee submits proposal to Undergraduate or Graduate Council for review and approval.

Timeline for submitting program modification proposals to COE Curriculum Committee

The schedule for the submission of course change proposals to the COE Curriculum Committee is two weeks before the next meeting of the committee in November, February, or May.

PROCEDURES FOR CREATION OR ADDITION OF A NEW PROGRAM

POLICY: The creation or addition of a new program leading to a degree or certificate requires preapproval by the COE Dean. At the university level, creation or addition of a new program requires two main stages of review:

(a) submission of a synopsis of the proposed program, which serves to notify the Provost, the Graduate Council, and/or the Undergraduate Council of the intent to submit a formal proposal, and also provides a summary of the program for Senate approval, and
(b) completion of a full proposal and review by relevant University committees and councils.

PROCEDURES: All submissions should follow the UO guidelines for adding a new program [see the following link for the guidelines: http://academicaffairs.uoregon.edu/content/academic-programs-approval-process].

In addition, all proposals for the creation or addition of a new program in the COE require a Full Review by the COE Curriculum Committee. Moreover, the COE Curriculum Committee reviews proposals at both stages in the University process—submission of a synopsis and completion of a
full proposal—with formal COE Curriculum Committee and COE faculty approval required for each stage.

**Steps for submitting a new program proposal**

**Synopsis:**

1. Department completes synopsis and submits to Dean for pre-approval.
2. If approved, synopsis is submitted to the COE Curriculum Committee for preliminary review.
3. The COE Curriculum Committee reviews the synopsis and sends any comments or suggestions to the Department. New program proposals must be submitted to the COE Curriculum Committee at least two months prior to the next scheduled committee meeting.
4. The Department revises the synopsis as necessary and returns it to the COE Curriculum Committee.
5. The COE Curriculum Committee submits to Dean for approval.
6. The COE Curriculum Committee announces the proposal of a new program, including synopsis in its curriculum report to COE faculty for faculty review prior to faculty vote.
7. COE faculty vote on synopsis for creation or addition of a new program at end-of-term COE faculty meeting.
8. Synopsis is forwarded to the Provost.
Steps for submitting a new program proposal after approval of the synopsis (continued)

**Full Proposal**

1. Department completes submission packet.
2. Department obtains approval of the entire submission packet from the program faculty (including a report of the program faculty vote) with signature approval from Department Head.
3. To allow for program faculty input and comment, the proposal should be presented formally at a program faculty meeting prior to submission to the COE Curriculum Committee.
4. Department submits the preliminary proposal to the Chair of the COE Curriculum Committee according to the timeline specified below.
5. Department representatives present the proposal at a meeting of the COE Curriculum Committee.
6. The COE Curriculum Committee undertakes a Full Review of the proposal and votes to accept the proposal or return for revision.
7. The Chair of the COE Curriculum Committee notifies the program of the committee’s decision.
8. When approved, the COE Curriculum Committee sends an announcement (including links to the proposal documents) to COE faculty to review the proposal for scheduled vote at the next end-of-term COE faculty meeting.
9. Faculty vote to approve or not approve COE Curriculum Committee recommendations at end-of-term CEO faculty meeting.
10. The Dean of the COE reviews and approves the proposal.
11. COE Curriculum Committee forwards materials to the UO for approval.

**Timeline for submitting proposals for a program addition to COE Curriculum Committee**

The schedule for the submission of course change proposals to the COE Curriculum Committee is two weeks before the next meeting of the committee in November, February, or May.
The review process for submitting new program proposals is illustrated in Figure 5 below.

Figure 5.

FULL REVIEW

Programs
New Programs
Changes to Existing Program
Major changes (2 or > courses)

Pre-Approval
COE dean reviews proposal synopsis

Submit in accordance with Review Cycle Timeline

Complete Packet
Obtain Departmental Signature

Department

Full Committee Review
Initial (and revised proposals) reviewed for completeness and policy compliance

COE Faculty Comment Period

Faculty Vote
Voice vote during regularly scheduled faculty meeting

COE Curriculum Committee

Revisions reviewed & approved by COE CC

Faculty

COE Faculty Vote

Dean reviews proposal and faculty recommendation

COE Dean

Proposal Declined

University Review
Reviewed in accordance with UO policy and procedures

UO Curriculum Committee

Proposal Revision
(or Appeal)
Required

Programs

New Programs
Changes to Existing Program
Major changes (2 or > courses)

Pre-Approval
COE dean reviews proposal synopsis

Submit in accordance with Review Cycle Timeline

Complete Packet
Obtain Departmental Signature

Department

Full Committee Review
Initial (and revised proposals) reviewed for completeness and policy compliance

COE Faculty Comment Period

Faculty Vote
Voice vote during regularly scheduled faculty meeting

COE Curriculum Committee

Revisions reviewed & approved by COE CC

Faculty

COE Faculty Vote

Dean reviews proposal and faculty recommendation

COE Dean

Proposal Declined

University Review
Reviewed in accordance with UO policy and procedures

UO Curriculum Committee

Proposal Revision
(or Appeal)
Required

Review Timeline: All program change proposals requiring FULL REVIEW must be received a minimum of 18 to 24 months before planned implementation of the program, and a minimum of two weeks before the COE Curriculum Committee meets at the beginning of each term. For 2008-09, the COE Curriculum Committee is scheduled to meet on for 2008-09: October 23, February 19, and May 14.

COLLEGE-WIDE COURSE POLICY

To the extent possible, college-wide courses are designed to accommodate students throughout the College of Education (COE). Consequently, degree programs are expected to include college-wide courses as degree requirements where appropriate. College-wide courses include, but are not limited to courses in research foundations and traditions. 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.

Curriculum Coherence, Coordination and Efficiency

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

(1) faculty will make every effort to promote coherence, coordination, and efficiency in course development both within and across programs in the COE;

(2) faculty will make every effort to include in their program curriculum requirements, existing courses in the COE before developing new courses;
(3) faculty will make every effort to communicate and collaborate across academic disciplines, programs and majors in order to enhance COE curriculum coherence, coordination, and efficiency.

These principles are especially relevant for college-wide courses that are designed to meet “core” or “common” program content.

“Core Content” courses are considered courses that are required for the completion of all programs in the COE (i.e., undergraduate, master’s, doctoral).

“Common Content” courses are those approved by the COE Curriculum Committee and faculty designed explicitly to address a common content area included within and across multiple programs.

Program faculty are encouraged to have their students participate in all appropriate college-wide “common content” courses whenever possible.

**Master’s Degree Research “Core Content” Course Requirements**

The College of Education does not currently have any required core courses at the Master’s degree level. A subcommittee will be appointed during 2008-09 to study current course offerings especially in the area of research methodology and report to the COE Curriculum Committee on course content common across the college, course duplication, needs for separate curricular paths for students with differing educational goals, and the needs for articulation of courses with the doctoral curriculum in the college. When this work is completed, it will be included in a COE Curriculum Committee report and shared with the faculty at an end-of-term meeting.

**Ph.D. Degree Research “Core Content” Course Requirements**

All Ph. D. students are required to enroll in a course on the foundations of educational research. This course will eventually have an EDUC course prefix but was offered for the first time in 2007-08 as TED 610, Philosophy of Research, 4 credits.

In addition, Ph. D. students are required to enroll in a minimum of six (6) courses in educational research methodology. This means that students are required to enroll in courses from

- (a) one of three “traditions” of research methodology—quantitative, qualitative, or single subject research,

AND
(b) one of four “secondary” research emphasis areas that is different from the traditions—quantitative, qualitative, single subject research, or program evaluation (Program evaluation only serves as a “secondary” research area).

Of these 6 required courses, students must enroll in a 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 either qualitative, or single subject, or program evaluation research. Another combination could include 4 courses in qualitative research and 2 courses in either single subject research, quantitative, or program evaluation, and so forth.

Students may also complete a 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.

Guidelines for Developing and Waiving “Core Content” and “Common Content” Courses

A course can be designated as a “core content” or “common content” course only with formal review and approval first by the COE Curriculum Committee and then by a successful vote of the COE faculty. Experimental courses (e.g. 199, 407, 507, 607, 707, etc.) cannot be used to satisfy core content or common content course requirements.

Waiver of core content of required common content courses by a degree program may occur through a formal petition to COE Curriculum Committee. The petition should clearly describe why the program degree requirements will not conform to the required core content and should clearly indicate how the competencies represented in the required core content 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 its meeting to present the petition.

New core content or common content courses may be initiated through the process for submitting proposals for new courses described above. However, before granting approval for development of a new core content or common content course, the COE Curriculum Committee will require compelling demonstration of the need for a new core content or common content course, a justification for why the course should be implemented college-wide, and a clear rationale for not utilizing existing courses or for replacing existing courses with the proposed core course. Faculty should also anticipate that proposals to create new college core or common content courses will take longer to review and will require more thorough discussion and consideration by the college before approval.
Important procedures for College-wide courses also include the following:

(1) Departments and programs/majors will follow all COE Curriculum Committee and UOCC procedures for developing college-wide core content and common content courses.

(2) Cultural competencies and infusion of human diversity should be central to instructors’ pedagogical strategies, such as inclusion of examples relevant to all participating program areas and adaptation of content relevant to diverse populations, and use of instructional strategies that build on student diversity.

(3) All COE course syllabi will be available on the designated college website and in department offices.

Experimental Courses

The policy for developing experimental courses in the COE conforms to university policies, which can be found at: http://academicaffairs.uoregon.edu/content/academic-programs-approval-process under the link "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 major or minor requirement or as a prerequisite for another course.