Full Course Review Workflow
For New Regular Courses and Significant Course Changes
(See the last page for the list of significant course changes)

Stage 0: Proposal Preparation

Originator from an Academic Unit
Develops and submits course proposal and syllabus in CIM.

APA Curriculum Coordinator
Conducts administrative review on proposal and checks that the syllabus meets the Syllabus Minimum Requirements.

Stage 1: Initial Review

Catalog Coordinator
Checks that the course components are suitable for the catalog and can be coded into Banner. Ensures that the proposal meets liaison requirement.

Hybrid (when applicable)
Verifies that the course marked as hybrid under schedule type fits the criteria for hybrid delivery.

Ecampus (when applicable)
Verifies that the course has been or will be developed for online delivery via Ecampus or at Portland Centre.

Cascades, Hatfield, and/or LaGrande Campus (when applicable)
Reviews proposal that are marked as being taught at their campus.

Stage 2: Academic Liaison Review

Liaisons
Provides feedback on the need for and quality of the proposed new course or course changes within 10 business days (14 days review).

Originator
Responds to feedback by the liaisons (if any).

Note: The proposal can be returned to the originator for revision at any steps in the process.
Department Head (when applicable)
Ensures course meets college curricular guidelines.

College Curriculum Committee Representative
Ensures course meets college curricular guidelines.

APAC Curriculum Coordinator
Verifies that originator addresses responses to liaisons’ questions (if any).

Originator
Responds to feedback by Dept Head and/or College Reviewer (if any).

Stage 3: College Review

Stage 4: University Review

Graduate Level Course?

Yes

Baccalaureate Core Course?

Yes

Writing Intensive Curriculum (WIC) Director
(only for WIC course)
Reviews proposal and syllabus to ensure they meet WIC criteria.

Baccalaureate Core Committee Co-Chair
Reviews proposal and syllabus to ensure they meet Baccalaureate Core criteria.

No

Difference, Power, and Discrimination (DPD) Director
(only for DPD course)
Reviews proposal and syllabus to ensure they meet DPD criteria.

Yes

Graduate Council Representative
Checks that proposal and syllabus meet graduate curricular requirements.

Graduate Council Co-Chair
Reviews proposal and syllabus to ensure they meet graduate curricular requirements.

No

Note: The proposal can be returned to the originator for revision at any steps in the process.
Faculty Senate Curriculum Council College Representative
Reviews proposal and syllabus before they go to the Faculty Senate Curriculum Council.

APA Curriculum Coordinator
Ensures that all questions and concerns have been properly addressed by the originator.

Faculty Senate Curriculum Council Co-Chairs
Present group of proposals to the Curriculum Council Committee for review and approval.
Final APPROVAL Step

Catalog Coordinator
Implements new course or course changes.

Banner
Data Entry

MyDegrees
Data Entry

Schedule Desk
Notification

Note: The proposal can be returned to the originator for revision at any steps in the process.

Significant course changes
Add, change, or delete any of the following:

- Bacc Core (including WIC and DPD) Status
- Course Title
- Course Description
- Grading Mode
- Learning Outcomes
- Number of Credits
- Prerequisites
- Schedule Type (only changing lab, studio, or recitation qualify as significant changes)

Source: Academic Programs and Assessment (7/14/20)