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.

Stage 1: Initial Review
Curriculum Management
Conducts administrative review on proposal and checks that the syllabus meets the Syllabus Minimum Requirements.

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.

Stage 2: Academic Liaison Review
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.

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.
College Curriculum Committee Approver
Ensures course meets college curricular guidelines.

Curriculum Management
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?

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

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

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

No

Graduate Council College 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.

Note: The proposal can be returned to the originator for revision at any steps in the process.
Stage 4: University Review (Cont.)

Faculty Senate Curriculum Council College Representative
Reviews proposal and syllabus before they go to the Faculty Senate Curriculum Council.

Curriculum Management
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.

Stage 5: Registrar’s Office: Implementation

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: Curriculum Management (09/01/2022)