

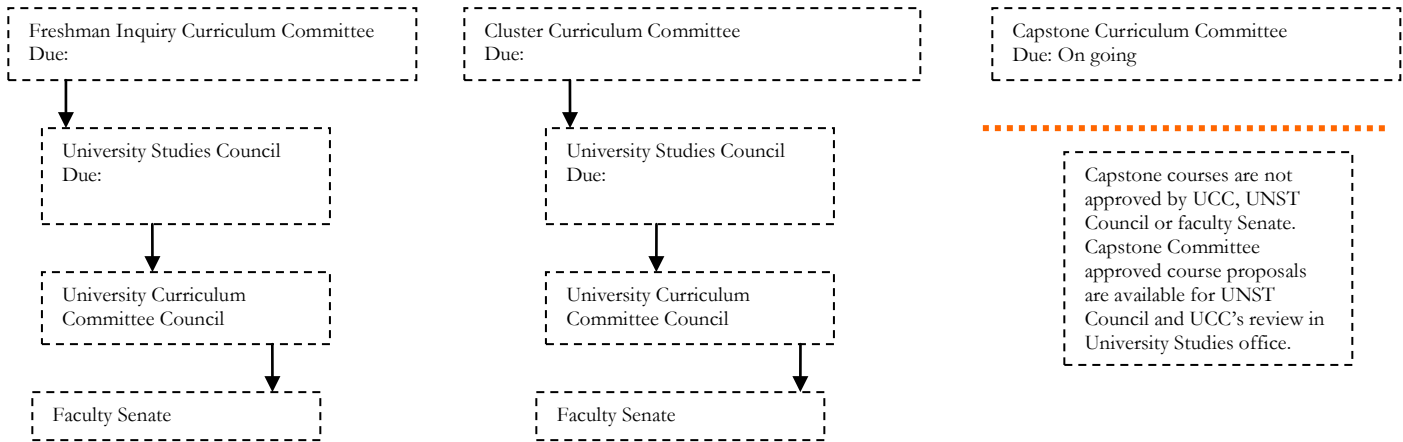
University Studies

Routing for Curricular Changes: Current Practices

The OAA website posts a curricular process chart with due dates for OAA, the University Curriculum Committee, the Graduate Council, and the Faculty Senate. Please note that University Studies due dates are earlier.

For OAA curricular change procedure and forms: <http://www.pdx.edu/oaa/curricular-change-instructions>

For University Studies curricular change procedure and forms: http://www.pdx.edu/sites/www.pdx.edu.unst/files/media_assets/unst_NewThemeDevProcess.pdf



Freshman Inquiry Curriculum Committee

The Freshman Inquiry Curriculum Committee is composed of five faculty members who are selected by the Director of University Studies and the Freshman Inquiry Coordinator. One committee member must have taught freshman courses for a total of four years, one committee member must currently be teaching a freshman inquiry course. One member of this committee should also be a member of the UNST Council and serve as a liaison between the two groups. This representative should report on the approval of Freshman Inquiry Courses to the larger body. The Freshman Inquiry Coordinator will serve on the Committee as an "ex-officio."

The Freshman Inquiry Curriculum Committee acts as a review body for all new Freshman Inquiry proposals, as well as existing Freshman Inquiry courses up for sixth year review, and reports its recommendations to the University Studies Council.

The Freshman Inquiry Curriculum Committee also identifies policy issues that arise from its review of proposals. Suggestions on these issues are made and forwarded to UNST Council, the Freshman Inquiry Faculty Coordinator and the Director of University Studies.

Courses that have been ongoing for six years will be reviewed by the faculty currently teaching in the course. Faculty will compare current syllabi with the original course proposal. If there are significant changes, faculty should reexamine the original course proposal in light of new developments and submit a revised course proposal to the Freshman Inquiry Curriculum Committee.

Related documents:

1. Course development process
2. UCC guidelines
3. Course Proposal Form
4. FRINQ Faculty handbook

SINQ & Cluster Curriculum Committee

SINQ & Cluster Curriculum Committee is charged with evaluating proposed changes to University Studies clusters and cluster courses (addition of any new clusters, addition of new courses to clusters, addition of already-approved cluster courses to additional clusters, and removal of cluster courses) be comprised of three cluster coordinators and two University Studies Council members.

The current cluster course proposal forms would continue in use pending any future changes in the structure of Sophomore Inquiry/Clusters. This committee would report its recommendations to the full University Studies Council; the latter would forward its recommendations to the Undergraduate Curriculum Committee.

Related documents:

1. Course development process
2. SINQ Faculty Handbook
3. Proposal to Add New Course to "U" Cluster
4. Proposal to Remove Course from "U" Cluster
5. Proposal to Add Existing Course to "U" Cluster

Capstone Committee

The Capstone Committee is composed of five faculty members who are selected by the Director of University Studies upon the recommendations of the Capstone Program Director and the Chair of the Capstone Committee. All committee members must have taught at least 4 Capstone courses, and at least two members must have taught at least 10 Capstone courses. It is recommended that one of the faculty members on this committee also be a member of the University Studies Council.

The Capstone Committee acts as the review body for all new Capstone proposals, as well as existing Capstones up for sixth-year review.

The Capstone Committee also identifies policy issues that arise from its review of proposals or in the ongoing activities of Capstone courses. Suggestions on these issues are made and forwarded to the Capstone Program Director and the Director of University Studies for consideration. After consultation, the Capstone Program Director and the Director of University Studies recommend policies to the University Studies Council for decision and approval.

Ongoing Capstone courses will be reviewed by the Capstone Committee every six years to ensure that they correspond to the original course proposal. If they do not, their significant changes must be documented and approved by the Capstone Committee.

Related documents:

1. Capstone Handbook
2. Capstone polices and procedures (contains course development process)
3. Course Proposal Form