

WOU CURRICULUM PROPOSAL FORMS TO GO ONLINE

October, 2009

Objective of Online Format

Improved efficiency in proposing, processing, approving and archiving undergraduate and graduate curriculum proposals for program changes, new minors, new courses, course changes and dropping courses.

Terms

Approvers Department Chairs/Program Coordinators, Division Chairs, Division and University Curriculum/Graduate Committee Chairs, Faculty Senate President and Administrators

Reviewers Division and University Curriculum/Graduate Committee Members and Faculty Senators

Accessing Online Curriculum Proposal Forms (Proposal Sponsors, Reviewers and Approvers)

The WOU Portal is the gateway to the online curriculum proposal process. To propose, review or approve curriculum proposals, log on to the WOU Portal (<http://www.wou.edu/wouportal/>) using your PawPrint user name and password.

To Submit a Curriculum Proposal from the WOU Portal (Proposal Sponsors)

1. Under *My Programs*, select *Course & Program Requests*.
2. Choose the *Course Request* menu or the *Program Request* menu.
3. Select the specific proposal you wish to submit: *Program Change*¹, *New Minor*, *New Course*, *Drop Course* or *Change Course*.
4. Fill out each field on your selected curriculum proposal form.
5. When you have completed your proposal, hit the *Submit* button at the end of the page. If a field is left blank, you will receive an error message.
6. After hitting the *Submit* button, use the browse option to attach optional supporting documentation such as syllabi and program plans.
7. Your proposal will be automatically archived and routed through the appropriate approval chain of command.

APPROVAL CHAIN OF COMMAND

Course Proposals

- 1) Department Chair/Program Coordinator
- 2) Division Chair
- 3) Division Curriculum and/or Graduate Committees
- 4) University Curriculum and/or Graduate Committee (400/500 courses to both committees)
- 5) Faculty Senate
- 6) LAS/COE Dean
- 7) Provost

Program Proposals

- 1) Department Chair/Program Coordinator
- 2) Division Chair
- 3) Division Curriculum and/or Graduate Committees
- 4) Library Dean (New Minors only)
- 5) University Curriculum and/or Graduate Committee (400/500 courses to both committees)
- 6) Faculty Senate
- 7) LAS/COE Dean
- 8) Provost
- 9) President

8. Links to your submitted proposals will be displayed in your *Course Request* and *Program Request* menus. Each proposal will also list the number of processed approvals (such as 3/7) or indicate that a proposal has been rejected (you will also receive an email for rejected proposals). For example, an approval process on a course proposal of 3/7 indicates that your proposal has cleared level 3) and reached level 4)—the University Curriculum/Graduate Committees.

¹ New Program proposals must adhere to OUS guidelines which are available through the Provost's office. There is currently an OUS moratorium on new program proposals.

Submission Tips and Notes (Proposal Sponsors)

1. If your proposal is complex, you may wish to design it using a word processor and then cut and paste the information into the online proposal form. There is currently not a *Save* option for partially completed forms.
2. Only hit *Submit* when you are satisfied with your proposal. There is currently not an option to edit a submitted curriculum proposal form.
3. Once you have submitted a proposal, your work is done. The online proposal system has archived your work and will route your proposal through the appropriate channels for review and approvals. You can view or print a copy of your proposal from your *Course Request* and *Program Request* menus.

To Review and Approve Proposals from the WOU Portal (Reviewers and Approvers)

Notification

1. Approvers with pending proposals to review will receive a daily notification email.
2. Committee chairs and the faculty senate president will need to communicate with committee members and senators regarding availability of proposals to review.

Reviewing Proposals (Reviewers and Approvers)

3. To review a proposal, under *My Programs*, select *Approve Course & Program Requests*.
4. Choose the *Course Approval* or the *Program Approval* menu.
5. Select the specific proposal you wish to review.

Approving and Rejecting Proposals (Approvers only)

6. After reviewing the proposal, select the *Approve* button or *Reject* button.
7. Approved proposals will be automatically routed to the next level for review.

Writing Intensive, Quantitative Literacy and Diversity Proposals

1. Writing Intensive proposals are reviewed by the Writing Intensive Committee. The Writing Intensive proposal process is unchanged. Writing-Intensive Course Guidelines are linked to the Writing Center webpage (<http://www.wou.edu/las/humanities/writingctr/index.php>).
2. Quantitative Literacy proposals are reviewed by the Academic Requirements Committee. The Quantitative Literacy proposal guidelines are linked to the Faculty Senate webpage (http://www.wou.edu/president/facultysenate/arc/q_course.php).
3. Diversity proposals are reviewed by the Curriculum Committee. To submit a Diversity designation request, use the process outlined above and create a *New Course* or *Course Change* curriculum proposal as is appropriate. Attach a completed *Diversity Designation* form to the *New Course* or *Course Change* curriculum proposal. Diversity guidelines and forms are linked to the Curriculum Committee webpage (<http://www.wou.edu/president/facultysenate/curriculum/>).

Implementation Date

Curriculum Proposals for program changes, new minors, new courses, dropping courses and changing courses initiated after October 13, 2009 should use the new Curriculum Proposal WOU Portal Gateway. Paper copies will no longer be accepted.

Submission Deadlines

Proposals must reach the Curriculum and Graduate Committee online review level by the 2nd Tuesday of the month to be considered during the 3rd Tuesday of the month meeting. The January 2010 meeting is the last meeting of the 2009-2010 academic year to consider proposals for inclusion in the 2010-2011 WOU catalog. Proposals reviewed in the February—May 2010 Curriculum/Graduate Committee meetings will be considered for inclusion in the 2011-2012 WOU catalog.

Information & Questions

See the Curriculum Committee website <http://www.wou.edu/president/facultysenate/curriculum/> for the above information and links.

Please direct questions to Laurie Burton, CC Chair 2009—2010 burtonl@wou.edu, 503-838-8345