

College of Design Academic Affairs Committee  
 Overview: Proposing New and Revised Courses  
 Meeting Dates and Required Lead Times

	Meetings	Submission deadline
College review		
Academic Affairs Committee (AAC)	Bi-weekly	Rolling: 2 weeks prior to meetings
University review		
Committee on Courses (UOCC)	Bi-weekly	Fall: Friday, Fall week 1 Winter: Friday, Fall week 10 Spring: Friday, Winter week 10
University Senate	Bi-weekly	2 weeks

The College AAC has rolling deadlines, and reviews proposals in the order they're received.

Although there is some flexibility, the preferred deadline for course proposals to the AAC is **January 15**.

Since proposals are considered in the order we receive them, courses submitted after that date cannot be guaranteed AAC review before the UOCC deadline of week 10 of winter term for their review in spring term

All course changes become effective with the annual publication of the UO Catalog in fall term. The deadline for inclusion in the fall catalog is the final UO Senate curriculum report the preceding spring term.

Please consult with the Academic Affairs Committee / Associate Dean for Academic Affairs to ensure any course or curricular proposals begin the approval process with ample time for inclusion in the spring curriculum report.

# College of Design Academic Affairs Committee

## Process for New or Revised Courses

### 1. Department development and approval

Faculty member develops course proposal or proposal for revisions, completing program or departmental review and approval processes.

Department staff submits the course proposal via Courseleaf for review by the College of Design Academic Affairs Committee (AAC). This requires basic information about the course (see Courseleaf data entry form) and a syllabus (see College of Design syllabus checklist).

**Resources:** Blank Courseleaf data entry form; syllabus checklist

**Rolling deadlines:** Courses are accepted continuously, and reviewed in the order they are **received**.

Following departmental course development and approval, College and University approval requires a **minimum of two terms**.

Courses enter the UO Catalogue in fall term of each academic year. For inclusion in the following year's catalogue, **courses must be submitted to the AAC early winter term**, although the committee reviews courses all year.

### 2. College approval

AAC meets bi-weekly to review courses and vote on approval.

Courses may be approved; approved pending revisions; or may need to be reviewed again by the AAC after substantial revisions.

If revisions are needed, AAC returns comments to faculty to revise and resubmit proposals via Courseleaf.

Following AAC approval, the College sends the course for review by the UO Committee on Courses.

**Deadline for submission to UOCC:** Friday of Week 10 of preceding term

### 3. University approval

UOCC meets bi-weekly to review courses and vote on approval.

Courses may be approved; approved pending revisions; or may need to be reviewed again by the UOCC after substantial revisions.

If revisions are needed, UOCC returns comments to faculty to revise and resubmit proposals via Courseleaf.

UOCC posts a preliminary report on courses for the term to the UO Senate Web two weeks ahead of the final Senate meeting of the term.

The UO Senate votes on proposed curricular changes at the final meeting of the term.

UOCC posts final report on UO Senate web by Week 10 of each term.