

2016

UNO Website OASA Course Proposals

UNO Office of Academic and Student Affairs
University of Nebraska at Omaha

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Course Proposals

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Course Proposals

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Curriculum Approval Process

- Master Syllabus is an approved proposal kept in the Course Catalog Maintenance System for internal use and accreditation purposes.
- A Course Outline or Syllabus is consistent with the master syllabus, but its purpose is to provide specific information for a particular semester and instructor.
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Additional Resources

[Lab Fee Proposal Form](#)

Questions?

For questions regarding New Academic Program Procedures, please contact Deborah Smith-Howell, Associate Vice Chancellor of Academic Affairs and Dean of Graduate Studies.

UNO / Academic Program Development and Review / Development / Course Proposals

All new curriculum proposals and changes in syllabi must be submitted for review and approval by the Office of Academic and Student Affairs (OASA).

Proposals are reviewed by the [Education Policy Advisory Committee](#) (EPAC), and approved by the Senior Vice Chancellor for Academic and Students Affairs. The OASA Proposal Review Process starts only after the appropriate college and departmental approvals.

Courses should be submitted using the [UNO Course Catalog Maintenance System](#) (CCMS). All information, including the catalog copy, syllabi, and approvals, is handled within the online system.

Course Proposal Review Process

Requirements

- [Minor Curriculum Change Exemption](#)
- [Read the Keys to a Successful Course Proposal](#)
- [Submitting a Course Proposal](#)
- [Review Outcome Possibilities](#)

Requirements

The following course changes should go through the Course Proposal Review Process:

- Establishment of a new course;
- Change in the level of an existing course (e.g. from 3000 to 4000 level course);
- Change in number of credit hours of an existing course; and
- Significant revision of an existing course (e.g. changes in the objectives, scope, content, or method of instruction of a course).

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Minor Curriculum Change Exemption

The following changes are generally considered the prerogative of individual colleges, and do not need approval of the Course Review Committees. However, all curriculum changes must be submitted through the [Course Catalog Maintenance System](#) (CCMS) in order to be updated in the curriculum master file maintained by the Registrar's Office, as well as the undergraduate and graduate catalogs:

- Elimination of a course;
- Cross listing of courses between two or more departments or programs;
- Renumbering a course that does not involve changing its level;
- Change in title;
- Change in prerequisites; and
- Rewording for catalog description (excluding minor changes in the organization of a course or the customary updating of content).

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Keys to a Successful Course Proposal

- Follow all instructions provided on the new course proposal form.
- Complete all sections of the form, and address the requested information clearly. Remember that this document is the master syllabus for the course. It governs the overall conceptual content and outcomes that must be addressed regardless of the instructor. All instructors who teach the course should review the master syllabus before developing the specific course outline (sometimes referred to as course syllabus) given to students at the beginning of each semester.
- Complete all sections of the form thoroughly, yet explicitly. Remember that too much detail may raise more questions than answers.
- Pay careful attention to formatting (i.e. fonts, bullets, numbers, and tabs).
- Reviewing parties may be unfamiliar with the particular content of a course. Syllabi should provide very detailed information.
- Clearly state course objectives and Student Learning Outcomes in terms of the student (i.e. "in this course students will demonstrate" or "students will analyze").
- In dual-level graduate and undergraduate courses, clearly define the differences in expectations of graduate and undergraduate students.
- List and explain assignments completely, but succinctly. The total value of all assignments should equal 100%.
- Bibliography should include references reflecting recent scholarship, unless older documents have historical value. A standard reference style (i.e. APA or MLA) should be used.

- Please note: Department Chairs and Program Directors should read the course proposal carefully.

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Submitting a Course Proposal

All proposals for new courses should use the online [Course Catalog Maintenance System \(CCMS\)](#). All information, including the catalog copy, syllabi, and approvals, is handled within the online system. [Click here](#) for guidelines on how to use CCMS.

Syllabus Forms for new courses and significant revisions of existing courses normally will be placed on the agenda for the next scheduled EPAC meeting (providing that the agenda for that meeting has not yet been distributed).

EPAC normally meets at least once a month during the academic year, and more frequently if business warrants. Usually, a meeting is held in June to handle business left over from the previous academic year. The EPAC does not meet in the summer months.

All online CCMS, Syllabus Forms and supporting materials are available in the [Office of Academic and Student Affairs](#) for review by interested faculty prior to the EPAC meeting at which the courses are to be considered.

Prior to each meeting a memorandum containing the proposed catalog descriptions of the courses to be considered is sent to the following persons:

- EPAC members
- Chairpersons of the College Curriculum Committees
- All Deans
- Department Chairpersons and School Directors.

This distribution is intended to ensure that interested persons have an opportunity to review and comment on courses before they are considered by EPAC.

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Outcome Possibilities

Recommendations of the EPAC are published in its [minutes](#). Course syllabi and supporting documentation are returned to college offices after action has been taken.

Returned Course Proposal

New course proposals are generally written by individual faculty members in conjunction with their department and, when appropriate, in collaboration with one or more other departments. If the potential for duplication or cross-listing exists, authorization will be required (within CCMS) from the appropriate department chair/school director.

At any time during the approval process, proposals may be returned to authors from any level in the process if members of reviewing committees have questions or have revision suggestions. Requests for revisions from various committees do not always require resubmission to the entire committee, but are instead approved by the chair. The suggestions or requests will be in the "comments" section in the "course" tab on the CCMS.

After the appropriate college and departmental review and approval processes, new course syllabi are promoted within the CCMS.

Provisional Course Approval

There is a procedure for the provisional approval of proposed new courses that have not yet completed the curricular review process at the time class schedules are being prepared.

Provisional approval for one semester can be obtained by submitting a completed online CCMS and Syllabus Form signed by the respective Department Chairperson or School Director, and Dean to the Office of Academic and Student Affairs. A statement requesting provisional approval of the course pending completion of the review process should be included in the remarks section of the form.

This enables a course to be listed in the class schedule for one semester while it completes the review process. Since class schedules are prepared several months in advance, provisionally approved courses typically complete the review process prior to the beginning of the semester in which they are scheduled.

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