Graduate School 8/11/2010 Revised 2/7/2012
Graduate Council Category II Course Proposal Review System and Review Guide

1. When a Cat II proposal requires Graduate Council review, an email will be sent to the appropriate council members. The goal is a one week turnaround of reviews.

2. The Council Chair has selected Primary and Secondary Reviewers for each college. The primary reviewer will be responsible for ensuring a timely response to each proposal. The primary reviewer will be the person who sends the proposal back for more information or approves the proposal. The secondary is just back up if the first has a question.

3. The criteria for evaluating Cat II proposals are as follows:
   (a) The key question is, Does the syllabus indicate that the students will receive graduate level instruction?
      i. Does the syllabus have learning outcomes?
      ii. Are some learning outcomes more than memorization, comprehension, and attaining skills?
      iii. Do at least some learning outcomes require analysis, experimentation, synthesis, proposing, evaluation, defending, predicting, evaluating, creating?
      iv. Does grading assess if the graduate level learning outcomes have been achieved?
      v. If the course is a slash course, is the graduate part of the class graduate level learning?
      vi. Does the syllabus contain the minimum requirements – see the link and the list below.
         (http://oregonstate.edu/ap/curriculum/policies/S_syllabus.html)?
   (b) Has appropriate liaison been conducted with other graduate units?
   (c) Please be sure to check that the companion slash (4XX or 5XX) course, if any, has been identified in the Course Relationships, Slash Courses area of the cover page.
   (d) If the course is taught with a 4XX course (4XX/5XX slash course), are there appropriate distinctions in outcomes between the 4XX and 5XX versions of the course.

4. The detailed instructions for interacting with the electronic proposal system are as follows:
   (a) Start at the Academic Planning and Assessment site for Category II proposals: http://oregonstate.edu/ap/curriculum/catii.html (Review the Cat II submission details.)
   (b) Click "Online Curricular Proposal System"
   (c) Log in with your ONID username and password.
   (d) In this new page "Curriculum Proposal System Home" click the "All Proposals" link on the upper left.
   (e) This gives you various search terms for proposals. Enter the proposal ID or change the "Review Group" to Graduate Council.
(f) Click "Search" and then click the proposal to be reviewed.
(g) Just below the Status line, Toggle the "Hide All Reviews" to reveal all
previous reviews and originator responses.
(h) Review the "Proposal" and the "Course Information" sections.
(i) Review the documents in the "Documents" section.
(j) If you are the Graduate Council secondary reviewer, send your
recommendation by email to the Graduate Council primary reviewer. If your
recommendation is to "Send Back", then include comments on what the
proposal lacks. Note that your name will be automatically included in the
comments that are returned to the originator.
(k) If you are the Graduate Council primary reviewer, once you have received
comments from the secondary reviewer either "Approve" or "Send Back" with
comments.
(l) **Do not approve the proposal unless you are the primary Graduate
Council reviewer for this proposal and you have gotten comments
from the secondary reviewer.**

5. CHECKLIST for Syllabus Minimum Requirements – *NOTE: This is likely to have
been already checked by various folks before it gets to us.*

- Course Name
- Course Number
- Course Credits--include number of hours course meets per week/term in lecture,
  recitation, laboratory, etc. In the case of online courses, please comment on the
  number of hours on average that students will interact with course materials. For
  example, "This course combines approximately 90 hours of instruction, online
  activities, and assignments for 3 credits."
- Prerequisites, Co-requisites and Enforced Prerequisites
- Course Content--concise outline of topics and/or activities
- Measurable Student Learning Outcomes -- see Student Learning Outcomes for a
  definition and instructions.
  (For 4XX/5XX courses, list appropriate distinctions in outcomes between the 4XX
  and 5XX versions of the course.)
- Learning Resources--textbooks, lab manuals, etc...indicate if required or optional
- Statement Regarding Students with Disabilities
  "Accommodations are collaborative efforts between students, faculty and
  Disability Access Services (DAS). Students with accommodations approved
  through DAS are responsible for contacting the faculty member in charge of the
course prior to or during the first week of the term to discuss accommodations.
  Students who believe they are eligible for accommodations but who have not yet
  obtained approval through DAS should contact DAS immediately at 737-4098."
- Link to Statement of Expectations for Student Conduct, Academic Honesty, etc.
  [http://oregonstate.edu/admin/stucon/achon.htm](http://oregonstate.edu/admin/stucon/achon.htm)