

# Course Submission Instructions: Common Errors and How To Avoid Them – Graduate College Curriculum Review Committee (CRC) Review

Revisions made by CRC 6/14/21

**SUBMISSION OF MATERIALS FOR CRC REVIEW.** All materials for review need to be submitted **AT LEAST ONE WEEK PRIOR TO THE CURRICULUM REVIEW COMMITTEE (CRC) MEETING** to allow sufficient time for review. The CRC meets the second Thursday of each month except for July, no meetings are held in July. Late submission will be considered for review by the CRC the following month with the July exception.

**Cover letters.** A 1-2 page cover letter is recommended, yet not required, for all Program Modifications. This letter provides context and can assist in explaining changes made, rationale for changes, and how proposed changes will affect the program. Similarly, a cover letter may also be useful in introducing and outlining complex changes in a program/course for CRC reviewers.

## **Completing Request Forms to Add, Revise, or Delete Courses**

- **Request forms.** Use only the current APC-approved Request forms downloaded from the APC website. (<https://admissions.ouhsc.edu/Faculty-Administration>)
- **College.** On the request form, the “College” box at the top left should indicate “Graduate College” (5000 or 6000 level graduate courses).
- **Pre-requisites.** List any pre-requisite requirements for the course. *The pre-requisites on the Course Form must match the pre-requisites on the Syllabus Form, verbatim.*
- **Course Description.** The course description on the request form must match *exactly* (word-for-word) with the course description on the syllabus. *Adhere to the 50 word limit.*
- **Rationale.** The rationale for a new course, course revision, or course deletion must be summarized clearly on the form. (Sometimes providing a cover letter describing the reasons for adding new courses, modifying existing courses, or eliminating courses can provide helpful context for the reviewers and help the review process.)
- **Effect on total hours in program.** Describe whether or not the changes in the course alter the total number of credit hours in the program. If the proposed changes in the course alter the total credit hours for students in the degree program, a *Program Modification* is also required. Program Modification Forms are available for download from the APC website. (<https://admissions.ouhsc.edu/Faculty-Administration>)
- **Current and Revised Program Curriculum.** Each request form *requires* an accompanying copy of the current program curriculum *and* a copy of the revised program curriculum after the new or modified course changes are adopted. A table listing the courses, the semester taught, and the year in the curriculum, is the optimal way to present this information. Highlighting the affected courses is very helpful to the reviewer. (The current and revised Curriculum pages can be attached to the last page of the Syllabus).
- **Signatures.** All necessary signatures from the Department/Program Chair, Internal College Curriculum Review Committee (if applicable) and College must be on the form. Digital Signatures are requested.
- **Submission.** Attach the .pdf file of the matching course Syllabus to the Request Form and use the “Submit to APC” Button. *It is recommended that copies of the Request Form and Syllabus also be submitted directly to the Graduate College via separate e-mail to ensure timely review.*

## **COMPLETING THE APC-APPROVED SYLLABUS FORM FOR ALL COURSES**

**Syllabus form.** Use *only* the current, updated syllabus form available from the Admissions website (<https://admissions.ouhsc.edu/Faculty-Administration>). *Do not use an old version- you'll just get to do the whole syllabus all over again.* Follow the instructions on the Syllabus form.

**Grading Rubrics.** All grading rubrics to be used must be included in the syllabus document. (These are frequently attached at the end of the syllabus). ***This is a common trouble spot in syllabi.*** Grading Rubrics are **required** for many types of assignments (presentations, papers, etc.). (Several examples of

rubrics are available on the APC website Information is found on the Admissions and Records website under Faculty and Administration at <http://admissions.ouhsc.edu/FacultyAdministration.aspx>).

- **“Optional” Sections of the syllabus form.** Use these as appropriate for the course. “Optional” sections that are not used should be deleted from the final syllabus document.
- **Course Faculty.** List *all* participating faculty with contact information.
- **Course description.** The course description on the syllabus must match exactly (word-for-word) with the course description on the request form. *Adhere to the 50 word limit.*
- **Pre-requisites.** List any pre-requisite requirements for the course. *The pre-requisites on the Course Form must match the pre-requisites on the Syllabus Form, verbatim.*
- **Class Type.** Select the *one* type of class that best matches the course.
- **Computer Requirements.** If there are specific computer requirements that must be met, specify them here. If not, delete this section.
- **Course Objectives.** [This is a common trouble spot in syllabi.](#) Objectives MUST be stated in the format of “Bloom’s taxonomy.” The link to the Bloom’s taxonomy webpage is provided on the Syllabus form. *Select taxonomy terms to match the level of sophistication of the learning objective. Using too many “low level” taxonomy terms for a graduate course can sometimes require revision of the Objectives. Choose taxonomy terms carefully. “Understand” is not allowed as taxonomy term.*
- **Learning outcomes.** This is particularly relevant to clinical and professional graduate programs. If specific lectures and activities in the course satisfy specific accreditation standards, list them here and indicate which activities correspond to which accreditation standards.
- **Class preparation.** If there are specific expectations for pre-class preparation by the student, indicate them here.
- **Professionalism.** If there are specific professionalism standards that the student needs meet, indicate them here. For some programs it may be useful to refer the student to the appropriate section(s) of the program/College handbook.
- **Attendance.** Attendance policies, if stated, must be crystal clear and allow no room for instructors to make “judgement calls” on what constitutes excused vs. unexcused absences. It is often useful to refer the student to the appropriate section of the College/Program handbook.
- **Dress code.** If there are specific dress code standards that the student needs meet, indicate them here. For some programs it may be useful to refer the student to the appropriate section(s) of the program/College handbook.
- **Participation.** If class participation is graded, then participation expectations and a scoring rubric are *required*. The APC site has several different examples of grading rubrics that may be useful.
- **Conduct of the Course.**
  - *Instruction Mode:* Identify the instruction mode from the list on the Syllabus template that best fits the way the course will be presented. (Delete the un-used options)
  - *Required texts and materials.* List as appropriate.
  - *Assignments.* List assignments (papers, presentations, etc.), due dates, and policies on late submission.
  - *Evaluation methods:* Describe evaluation methods (tests, quizzes, papers, presentations, etc.). Describe policy for missed evaluations and other procedural requirements (i.e., student must bring their computer to take a test via an electronic delivery platform, etc.).
    - Alternative test dates, if any.
    - Post-exam review of exams, if appropriate. Any procedures for how this will work need to be spelled out here.

- *Grading Rubrics:* All grading rubrics to be used must be included in the syllabus document. (These are frequently attached at the end of the syllabus). ***This is a common trouble spot in syllabi.*** Grading Rubrics are ***required*** for many types of assignments (presentations, papers, etc.). (Several examples of rubrics are available on the APC website Information is found on the Admissions and Records website under Faculty and Administration at <http://admissions.ouhsc.edu/FacultyAdministration.aspx>). ***Omitting rubrics will delay course approval.***
- ***Student Evaluation of the Course.*** *Student evaluation of the course responses cannot be included in determining the course grade.* Describe how the evaluation process will work.
- ***Evaluation and Grading.*** List the grade scale. List all the graded components and their scoring weight. This is often most effectively presented in a table (See the example on the Syllabus form). Again, grading rubrics are *required* for any subjectively graded assignment.
- ***Course Schedule.*** The course schedule *must* be included in the syllabus. Often best presented as a table. Schedule should include specific dates, topics, and assignments. For assignments, be sure that assignment submission dates/deadlines are included in the course schedule.
- ***Required Policy Statements.*** The Required Policy Statements are available as a boiler plate document available from the APC website. Paste this in at the end of the syllabus. ***Be sure to use the most current version.***
- ***College Policies, Procedures, and Services.*** If your College or program has additional policy statements, specific procedures that must be followed, or specific services to be performed relevant to the course, they should be added after the APC boiler plate. If there are no additional policy statements, omit this section.