



TO: CAS Department Heads, Managers, and Curriculum Coordinators

FROM: Phil Scher, Divisional Dean, Social Sciences

DATE: April 6, 2018

RE: CASC Procedures

-----

The CAS Curriculum Committee would like to alert you to some procedural changes to the CAS Curriculum submission and approval process. We hope that these changes will provide for a smoother and more efficient experience for faculty and staff in submitting course proposals and changes through the Committee. The CASC would also like to remind all faculty and staff that the committee is primarily a body that reviews proposal content and checks for curriculum conflicts across the college. The onus is on faculty and staff coordinators to ensure that all proposals conform to the formal requirements outlined on our website. Proposals that include all required components in their initial submission should pass through the process relatively swiftly.

1. It is imperative that all faculty and staff engaging in the process check the CASC website carefully prior to submissions of course proposals. Please make sure that you have consulted all checklists before submitting to the Committee. A very large percentage of the delays on new course proposals and existing course changes occur because of inadequate attention to the required details provided on these checklists. Courses that do not adequately address the requirements on the checklists will be returned without committee review. Please see <https://cas.uoregon.edu/curriculum/> for checklists and CASC submission deadlines.
2. If all of the formal requirements have been met, the proposal will receive CAS committee review for content. Proposals that have not satisfied the concerns of the committee upon this initial review will be returned to the department. If the resubmitted proposal does not adequately resolve the concerns of the committee, the proposal stands a very poor chance of being advanced to the University of Oregon Curriculum Committee (UOCC). Proposals that have no unresolved concerns will be advanced to the UOCC as quickly as possible.
3. Please note that proposals that reach the UOCC after the UOCC submission deadline passes will not be considered until the end of the following term (excluding summer). Therefore, departments that wish to have a speedy approval of their proposals should take pains to ensure that their proposals are complete and that their faculty member in charge of the course proposal is available to respond to any queries raised by the CASC during review.

Office of the Dean  
114 Friendly Hall  
1245 University of Oregon, Eugene OR 97403-1245  
541-346-3902 | FAX 541-346-1150 cas.uoregon.edu



The CASCC deadlines for 2018-19 are:

- For CAS consideration during Fall 2018 – September 1 2018
- For CAS consideration during Winter 2019 – December 1 2018
- For CAS consideration during Spring 2019 – March 1 2019

Faculty proposers who have questions about the curriculum process should contact their Department Curriculum Coordinator and/or the CAS Curriculum FAQ on the page linked above. Department Curriculum Coordinators who have questions should refer to the CAS Curriculum FAQ and then contact Elizabeth Milner at [cascc@uoregon.edu](mailto:cascc@uoregon.edu) with any remaining unanswered questions or concerns.