

DPD Course Proposal Submission Demonstration: Transcript

Create a New Proposal

To submit a new DPD course proposal, begin by accessing the OSU Curriculum Proposal System, log in using your user name and your password.

Click on Create a New Proposal, and then click on New, and then New Course.

General Information

Begin by entering the effective Term and Year for your course. This is the term and year when you plan to begin offering the course that you're proposing. Make sure that you're always working at least two terms out, since you want to make sure that you have enough time for your proposal to move through the system.

Next, enter the course designator. This is the subject code and course number. For the purpose of this demonstration, I'm going to propose an education course, so my designator is going to be ED 215.

The title of the course is going to be Power in Education, and I'm going to place this course in the College of Education. I'm not going to do anything with Department/School, since the College of Education is organized in programs.

If at any point as you're moving through the curriculum proposal system you're unsure of the information to enter, go ahead and move your mouse to the blue circles with question marks in them. If you click on these, you'll be provided with a brief description of the information to enter.

Having completed the general information tab, I'm going to save this as a draft and continue to the next tab, which is the Contacts tab.

Contacts

Here, I show up as the originator of this course proposal. If I was working with others on the development of this course proposal, I would add them here, and that way we could all work on the proposal.

If there are contacts I want to make sure are notified once the course is approved, I can add them here. So once the course has moved through the various stages of review, these contacts would be notified.

Course Information

The next tab is the Course Information tab. Here I'm going to begin by adding information about the course credit type. And this is going to be a fixed-credit course. I'm just going to go ahead and leave this the way it is. I will add the number of credits, which is going to be 3 since all DPD courses must be at least 3 credits. Max credits to graduation will also be 3, and the grading mode is A-F. For the courses taught schedule, I want to offer this course every other fall term, so that's what I'm going to add here. I would like it to be a seminar so that's what I will put for schedule type, and I'm going to move to the

second half of this page. I'd like to offer this on the Corvallis campus so that's what I will check for the campus location. For the course description, I typically cut and paste from my course syllabus, so I'm just going to say Cut and Paste here.

If the course you're proposing is a slash course, check that box. If it's a cross-listed course, check the box below. And if it's an equivalent course, if it's going to serve as an equivalent course for an existing course in your academic program, then add that information here. None of these things apply to the course that I'm proposing so I'm simply going to save as draft and continue to the next tab.

Baccalaureate Core Category

The next tab is the Baccalaureate Core Category tab. And so the first thing that I'm going to do here is I'm going to answer this question with a "yes." This question asks whether this proposal is in any way related to the Baccalaureate Core and so since it is, I will say yes. And more specifically, it's a Difference, Power, and Discrimination course proposal, so I'm going to check that box and then save as draft and continue.

Baccalaureate Core Category Questions

Because I checked the Difference, Power, and Discrimination box, I'm now at the Baccalaureate Core Category questions tab. These questions are specific to the DPD course criteria. I'm just going to say a little bit about each one of them.

The first question is pretty straight forward. It's making sure that the course that's being proposed is a regularly numbered departmental offering, and that it's at least three credits.

The second question concerns a statement on the syllabus that makes clear that this is a Bacc Core DPD Course. What you want to do here is you want to make sure that you have the Bacc Core DPD statement on your syllabus verbatim. Similarly, to answer the next question, you want to make sure that the DPD Learning Outcomes are also listed verbatim, and that they're clearly identified as such, as Bacc Core DPD Learning Outcomes.

The next question asks you to describe how the course focuses primarily on the United States. All DPD courses should focus primarily on the United States. This does not mean that you cannot use international course content, you can use international course content in a comparative fashion. You might use it to contextualize a particular issue, or to historize a matter you're engaging in the course, but the course should center the United States.

The next question is about providing a multidisciplinary perspective on issues of difference, power, and discrimination. Here, your response should speak to the multiple disciplines that you're drawing on in the construction of your course.

The next three questions are all specific to the DPD learning outcomes, so I'm going to move down a little bit so we can see all of those.

Each of the questions simply asks how students will achieve the particular DPD learning outcomes. So here we have the first learning outcome, this is the second one, and this is the third. And so the question asks you to describe how this will take place.

The question that follows has to do with interactive learning activities. And so here you will enter information on how the types of active learning experience that students will have in your course.

The next question is about critical thinking skills. This is an opportunity to describe the ways in which students will develop and demonstrate critical thinking skills in the course.

The last question has to do with assessment of student learning, and this is a question that's specific to the DPD learning outcomes. If the course that you're proposing is delivered in multiple delivery modes, through different delivery modes, if it is offered in multiple geographic locations, and/or if there are multiple sections of the course, you're also asked to speak to how you're achieving alignment when it comes to assessment, in these multiple locations through multiple modes of delivery in multiple sections.

Once you've completed these multiple questions, you can save as a draft and continue.

Requisites

And this will move you to the next tab, which is the Requisites tab. So here, you'll enter any information on enforced prerequisites, enforced co-requisites, or unenforced prerequisites. So for the course I'm proposing, I don't have any information that I need to enter here, so I'm just going to save as draft and continue and move to the next tab, which is the Documents tab.

Documents

This is where I can upload documents and so what I'm going to upload is my syllabus. Other documents that you might upload may include rubrics. You might have information on particular assignments or activities in your course that you feel are important to include in your proposal and so you can also do that here. If there are comments that you want to add to explain something about the documents that are being uploaded, there's a space to do that as well. So then I'm going to go ahead and save and continue.

Justifications

And I'm going to move to the next tab, and this is the justifications tab. This is where you have an opportunity to justify this new course. So, why is this new course needed? Why is it important? What does it accomplish? And if there are additional comments that you feel will help further illuminate the justification, there's a comment section for that as well.

I'm going to save here and continue and move to the liaisons tab.

Liaisons

So here, once you get to the liaisons tab, you will always see Required Liaisons. Required liaisons vary depending on where you're locating the course. My course is in the College of Education, so Randy Bell

shows up as a required liaison. As you can see here, “Individuals associated with the college or department/school of the proposal must be contacted before moving forward with the proposal.”

You can also add additional liaisons using this link here. And additional liaisons are others who you think are important in terms of providing feedback on your proposal. So these may be faculty who offer courses in related areas, or content that is somehow connected to the content of the course that you’re proposing. Once you’ve selected your liaisons, you can click this link here and that way emails will go out to all your liaisons requesting their feedback. If, after two weeks, you have not received responses from liaisons, the application can be submitted without that feedback. And so, I’m going to go ahead and save here and continue and move to the submit tab.

Submit

Now, of course I’m getting an error message because I haven’t filled out all the information in the ways that I should. But, assuming that you’ve done so, once you get to this submit tab you’ll be able to submit the proposal, it will be entered into the system, and the review process will begin.

So, I hope that this overview has been helpful. If you have additional questions about submitting a DPD course proposal, please feel free to contact the DPD office. Our contact information is on the webpage where you found this demonstration. Thank you.