

## Course Designators

### Procedural Steps:

1. The academic unit contacts the office of Academic Programs, Assessment, and Accreditation @ 7-9560, or via email to the Curriculum Coordinator ([Cheryl.Hagey@oregonstate.edu](mailto:Cheryl.Hagey@oregonstate.edu) or [Gary.Beach@oregonstate.edu](mailto:Gary.Beach@oregonstate.edu)), with a proposal to create a new course designator, including a justification for the proposal.
2. The proposer responds to the questions set forth in **Request for New or Changed Course Designator** (see below) and emails responses to APAA.
3. The Curriculum Coordinator in APAA will contact the Registrar's Office to confirm the availability of the proposed course designator.
4. The Curriculum Coordinator will submit the proposed course designator to the Curriculum Council for review and approval.
5. Following approval by the Curriculum Council, the Curriculum Coordinator will submit an expedited Category II proposal in the Curricular Proposal System (CPS).
6. The Registrar's Office then moves forward with implementation of the new course designator.
7. Once a course designator is approved, the academic unit seeking to convert their courses to the new designator will send the list of these courses to APAA. APAA will change the course designators via abbreviated Category II proposals, without the inclusion of syllabi.

### Request for New or Changed Course Designator:

Requests for new or changed course designators are reviewed by the Registrar's Office and by the Curriculum Council of the Faculty Senate. Proposers should contact the Office of Academic Programs, Assessment, and Accreditation to initiate a designator request.

Creation or alteration of a course designator constitutes a change in the curricular structure of the university. Such a change has implications for the catalog, schedule of classes, BANNER Student Information Systems, MyDegrees, and transfer articulation. Accreditation standards require that designators be "consistent with program content in recognized fields of study."

Designator requests should be prepared in writing and should address Purpose, Accountability, and Impact of the new course designator. The questions below should be included in the request.

**Purpose:** The proposed course designator should have an identified purpose within the curricular structure of Oregon State University.

- What academic programs, including majors, certificates, options and minors will be served by courses within the designator? [This designator will serve the Tourism, Recreation and Adventure Leadership BS degree. Some courses will](#)

be taken by students in the BS Natural Resources program and as electives by students in other programs.

- In what ways do the general area and scope of the content constitute a coherent body of knowledge? The courses that use the TRAL designator will all relate to outdoor recreation and nature-based tourism. The plan is to change existing FES and TOL courses that will be used in the TRAL program to the TRAL designator. This will help students see that the programs at Cascades and Corvallis are actually the same program. TRAL will also help students distinguish between the very different degrees offered by the FES department and other CoF departments. E.g., TRAL is a very different degree from Forestry (FOR) or Natural Resources (NR).
- Is the proposed usage of the designator consistent with practice at OSU and other institutions? Give examples. Yes. Many, many degree programs use a designator that is some abbreviation of the degree name.

**Accountability:** Responsibility for the integrity and oversight of the proposed course designator should be clearly identified.

- What is the academic College of the designator? [Forestry](#)
- Who is responsible for administering courses in the designator, e.g. scheduling and catalog updates. Who are the faculty contact persons? [Troy Hall \(Department Head in Forest Ecosystems & Society\)](#) is the faculty contact for TRAL.
- Who is responsible for consistency and outcome assessment for courses in the designator? [Troy Hall as program lead is responsible. Please see abbreviated Cat I for TRAL that provided SLO course map.](#)
- Which units get credit for the SCH generated by courses in the subject code? [Forest Ecosystems & Society gets credit for courses offered at Corvallis. Cascades gets credit for courses taught in Bend.](#)
- Who is responsible for communicating information about the new designator to stakeholders, including advisors, Admissions, and students? [College of Forestry Marketing and Communications Director, Michael Collins. \(We have already developed a plan for information about the new TRAL degree\).](#)

**Impacts:** Who will benefit from the new designator and what changes will result from its implementation? [Please see abbreviated Cat I which provides detailed discussion of these points.](#)

- Will courses in the new designator duplicate or compete with existing ones? [No. we are replacing existing TOL and FES designators with TRAL.](#)
- Are there expected cross-listings or curricular equivalencies? [No cross listings. Equivalencies will be existing TOL and FES courses for students who have already taken the courses under those designators.](#)
- How will the new designator affect transfer credits? [No changes from how existing RRM and TOL degrees work with transfer credits.](#)
- Will any previous existing designators expire as the new one appears? [TOL will expire. FES will not expire, as FES offers other degree programs with that designator.](#)
- How will the new designator benefit students? [There will be more clarity about the single degree being offered at two campuses and there will be more clarity about how the new degree is differentiated from other degrees offered in FES and CoF.](#)

**Approval by Curriculum Council:** May 13, 2011

**Approval & Revisions:** March 8, 2013

**Additional Information:** [List of Course Designators](#); [Category II Proposals](#)

Note:

All TOL courses will be converted to TRAL. The following FES courses will be converted:

- **FES 251**
- **FES 351**
- **FES 354**
- **FES 456**
- **FES 457**
- **FES 352**
- **FES 353**
- **FES 357**
- **FES 432**
- **FES 493**

Thank you,  
Troy