

## Curriculum Committee Meetings and Proposal Submission Timeline for AY 2024-25

Below is a description of the timeline for reviewing curriculum proposals in the College during academic year 2024-2025.

- Curriculum proposal resources: <https://health.oregonstate.edu/faculty-staff/college-resources>.
- **Proposals with minor revisions affecting only one program** may be appropriate to skip the committee or can be reviewed and voted by email, depending on the timing of the submission and the nature of the revisions. **All other proposals** will be reviewed at scheduled committee meetings.
- The committee meets monthly; dates are set (see below). Extenuating circumstances may require additional meetings to be scheduled.
- Proposals will be sent by Laurel/Mendy to the committee with ~10 days to review.
- To be reviewed at a curriculum committee meeting, originators must send proposals to Laurel (copy Mendy) no later than on 5:00 on the Tuesday 2.5 weeks before the committee meeting. *We strongly encourage proposal originators to submit their proposal well in advance to ensure that the proposal is ready for review by the deadline.*
- Proposals must be ready by 5:00 on the Friday that is two weeks before the committee meeting. "Ready for review" means that Laurel/Mendy has reviewed the proposal, provided feedback, and any needed revisions have been completed and submitted by the proposal originators.
- Proposal originators can submit their proposals to Laurel (copy Mendy) at any point in time, but the timing of the review will depend on the schedule described above and the results of the initial screening of the proposal (e.g., if additional liaisons, additional documents, and/or any revisions are requested).
- Proposals that are approved by the committee and require a vote by College faculty will be sent by Laurel to COH faculty for a vote. Faculty will generally be given one week to indicate their vote on a proposal.
- If no concerns about a proposal are raised (i.e., the committee approves without requesting revisions, the faculty approve without requesting a meeting), proposals have the potential to be approved by our College in less than one month from the time they are ready to be reviewed by the committee.

**The meeting schedule and associated deadlines in AY '24/'25 are as follows:**

Submission: *latest date for an originator to submit proposal to Laurel (copy Mendy).*

Ready for Review: *latest date the originator provides final proposal addressing feedback.*

Agenda/Proposal Sent: *latest date Laurel/Mendy send materials to committee.*

**Meeting: Friday, October 11, 2:00-4:00**

Submission: by 5:00 on Tuesday, September 24.

Ready for Review: by 5:00 on Friday, September 27.

Agenda/Proposal Sent: Tuesday, October 1.

**Meeting: Friday, November 8, 2:00-3:30**

Submission: by 5:00 on Tuesday, October 22.

Ready for Review: by 5:00 on Friday, October 25.

Agenda/Proposal Sent: Tuesday, October 29.

**Meeting: Friday, December 6, 2:00-3:30**

Submission: by 5:00 on Tuesday, November 19.

Ready for Review: by 5:00 on Friday, November 22.

Agenda/Proposal Sent: Tuesday, November 26.

**Meeting: Friday, January 24, 2:00-3:30**

Submission: by 5:00 on Tuesday, January 7.

Ready for Review: by 5:00 on Friday, January 10.

Agenda/Proposal Sent: Tuesday, January 14.

**Meeting: Friday, February 21, 2:00-3:30**

Submission: by 5:00 on Tuesday, February 4.

Ready for Review: by 5:00 on Friday, February 7.

Agenda/Proposal Sent: Tuesday, February 11.

**Meeting: Friday, March 21, 2:00-3:30**

Submission: by 5:00 on Tuesday, March 4.

Ready for Review: by 5:00 on Friday, March 7.

Agenda/Proposal Sent: Tuesday, March 11.

**Meeting: Friday, April 18, 2:00-3:30**

Submission: by 5:00 on Tuesday, April 1 (no joke).

Ready for Review: by 5:00 on Friday, April 4.

Agenda/Proposal Sent: on Tuesday, April 8.

**Meeting: Friday, May 16, 2:00-3:30**

Submission: by 5:00 on Tuesday, April 29.

Ready for Review: by 5:00 on Friday, May 2.

Agenda/Proposal Sent: on Tuesday, May 6.