

College of Health College Curriculum Committee and Proposal Process

THE COLLEGE CURRICULUM COMMITTEE

The charge of this committee is to review, evaluate, and make decisions concerning appropriate action on Category I and II curriculum proposals. More specifically, curriculum proposals to be reviewed by the committee include those pertaining to:

- Initiation or discontinuation of courses included in a program's curriculum
- Initiation or revision of courses to be offered in the college
- Revision of academic programs and curriculum (i.e., changes to majors, minors, options, concentrations, and certificates)
- New academic programs (degrees, majors, minors, options, concentrations, and certificates)

All of the above must be approved by the college curriculum committee before submission to the university for review by the office of the Associate Dean for Academic and Faculty Affairs (ADAFa).

Committee Membership

The committee shall consist of a minimum of:

- 8 faculty members,
- 4 students,
- College head advisor (ex officio) or designee,
- College director of assessment and accreditation (ex officio),
- Associate dean for academic and faculty affairs or ADAFA (ex officio),
- Assistant to the ADAFA (ex-officio).

School heads, other associate deans, and the dean are not eligible to serve.

Committee Nomination Process

Faculty (Voting):

- Faculty members are nominated each year by the school heads, program directors, and the faculty. A call for nominations will be sent to the college faculty, providing them with the opportunity to nominate others or themselves.
- From those nominations, faculty are elected to serve two-year staggered terms. Thus, four are elected each year. Faculty can be re-elected for a maximum of two consecutive terms.
- Faculty in the college involved in instruction and/or curriculum development (i.e., tenured and tenure-track faculty, instructors, clinical faculty, professors of practice, and professors of teaching) are eligible to vote in the elections.
- The committee's membership will provide a broad representation of the academic programs. The committee does not need to include faculty from every academic or degree program in the college. To ensure broad representation, the dean may appoint additional members to the committee.

Students (Non-Voting):

- Student members are nominated by the college's undergraduate and graduate student councils, program directors, and school heads.

- Student members are appointed by the dean from the list of nominated students.
- A minimum of one undergraduate student and one graduate student will serve.
- Students serve a one-year term, with the possibility of reappointment for a maximum of two consecutive terms.

Ex-Officio Members (Non-Voting):

- The college’s head advisor or designee will provide input on the potential impact of proposals on undergraduate students.
- The college’s director of assessment and accreditation will provide input on the potential impact of proposals on accreditations/academic programs.
- The ADAFA will provide input on committee procedures and curricular practices.
- The assistant to the ADAFA will provide input on curricular procedures.

Committee Meetings

- During the first meeting of each academic year the committee shall elect co-chairs from among the faculty members serving on the committee.
- The committee will meet monthly during the academic year, with potential additional meetings if needed to meet curricular deadlines.
- The assistant to the ADAFA will schedule meetings and provide support.

CURRICULUM PROPOSAL PROCESS

Curriculum proposals generally originate from faculty within one or more specific programs, and such proposals require documented approval by the program(s). Because the programs in our college vary in size and complexity, programs can choose their internal process (i.e. a program-level standing or *ad hoc* curriculum committees, membership).

Proposals may originate from individuals or groups charged by the dean with addressing a specific curriculum issue or need in the college (e.g., developing a new academic program).

Proposals involving new academic programs or major changes to the curriculum, the lead person(s) should contact the ADAFA for support while the proposal is being developed to discuss the forthcoming proposal, timeline, etc.

Proposal Review

Once proposal details have been agreed upon from those generating the proposal:

1. Lead proposer submits proposal via email to the ADAFA
2. Submit the following:
 - As Word documents: curriculum proposal submission form and supporting documents (syllabi (with tracked changes if revised), summary of degree requirements (with tracked changes if revised), justifications, etc.)
 - As PDF: documents of program approval/liaison with other programs

Faculty and school staff should not create proposals in the university’s curriculum proposal software (CIM). This is coordinated by the assistant to the ADAFA.

Proposal Approval Process

- Proposal originators can choose or may be requested to present their proposal in person to the committee and/or be present to answer questions.
- The ADAFA will determine with the proposal originators and school heads if a proposal requires additional liaisons with other programs in the college or university prior to consideration by the college curriculum committee.
- The committee will review and vote on Category I and II proposals.
- Proposals that clearly impact only one specific academic program will not require vote by the college faculty. If approved by the committee, the proposal will be entered into the curriculum proposal software (CIM) by the assistant to the ADAFA.

If proposal is approved by the committee - faculty vote process:

- If the committee approves the proposal but asks for minor changes by the originator, it is returned to the originator with the feedback. The originator will be asked to make the changes as soon as possible to move forward to a vote.
- The proposal will be presented to those members of the college faculty involved in instruction and/or curriculum development (i.e., tenured and tenure-track faculty, instructors, clinical faculty, professors of practice, and professors of teaching) the week following a curriculum committee meeting via email with an invitation and deadline for voting in one week.
- All faculty are expected to vote to either approve, abstain, or provide a comment to be addressed, of the proposal at a faculty meeting. Any comment received is shared with the originator and a resolution/response provided in the voting results shared back to faculty.
- If a majority (>50%) of faculty who provide a vote approve the proposal and no significant issues are raised, the proposal is then entered into the curriculum proposal software by the assistant to the ADAFA.

If a proposal is not approved by the committee or faculty voting:

- If the committee doesn't approve a proposal, it is returned to the originator with feedback. The originator can make revisions and resubmit their proposal by any future deadline for review and approval through the same process.
- If the faculty vote determines that a discussion is necessary, the proposal will be discussed at the earliest opportunity at school level meetings. The proposal originators can revise the proposal based on the discussion and submit it for review and approval through the same process.

Committee and Faculty Voting Outcomes:

The ADAFA or designee will notify proposal originators of the outcome of the college curriculum committee's review and, if applicable, the outcome of the faculty vote. An announcement of voting results to college faculty will follow the day after the deadline.

Expedited Category II Proposals

Curriculum Management (formerly Office of Academic Program and Assessment (APA)) allows for expedited category II proposals for some new, change, and drop proposals such as: establishing a blanket numbered course, a minor change to a course description or dropping

a course not offered after three years. For a full list of APA expedited proposals visit: <https://apa.oregonstate.edu/expedited-course-proposals>.

The ADAFA will decide if such types of proposals can be handled in an expedited manner within the college. Proposals approved to be expedited through the committee will be handled via email rather than waiting for a meeting, with voting options of approval, abstain, or full committee review at the next meeting.

Changes Exempt from College Committee Review

- Changes in degree requirements that do not require a Category I or II proposal, notification of the Graduate School, and/or approval by an accrediting body do not require review and approval of the college curriculum committee.
 - Examples may include revisions to the format of the written comprehensive exam or the format of theses or dissertations.
- The program director should notify the ADAFA of the proposed changes and provide a final copy of the document describing the new requirements (e.g., the revised handbook).
- If such proposed changes involve more than one program, evidence of support by all programs impacted must be submitted before the changes are finalized and implemented.

¹Revised by the Associate Dean for Academic and Faculty Affairs on March 8, 2018 to consistently use “curriculum” and not “curricular” throughout the document.

²Revised by the Associate Dean for Academic and Faculty Affairs on April 26, 2018 to change all instances of “Program Coordinator” to “Program Director” because the program coordinator positions have been retitled.

³Revised by the Associate Dean for Academic and Faculty Affairs on Oct 3, 2022 to remove types of proposals (minor corrections, additions, revisions and major revisions), add the director of accreditation and assessment as an ex officio member of the committee, add a section for expedited proposals and revise the process of voting to engage faculty. All of these amendments will be presented to faculty for discussion followed by a vote for acceptance.

⁴Revised by the Associate Dean for Academic and Faculty Affairs on August 27, 2024 to change from CPHHS to COH, to add the professor of teaching to the list of instructional faculty, and to make minor clarifications.