

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, as well as changes to concentrations, in the college. 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, microcredentials, and certificates)
- New academic programs (degrees, majors, minors, options, concentrations, microcredentials, 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 ADAFA.

Committee Membership

The committee shall consist of a minimum of:

- 8 faculty members,
- 4 students,
- College advising representative (ex officio),
- College director of assessment and accreditation (ex officio),
- College director of online programs (ex officio),
- Administrative assistant to ADAFA (ex officio), and
- Associate dean for academic and faculty affairs or 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 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 student council, the graduate student council, program directors, and school heads. The student members are appointed by the dean.
- A minimum of one undergraduate student and one graduate student will serve on the committee.
- 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 advising representative will provide input on the potential impact of proposals on undergraduate students.
- The college's director of assessment and accreditation and associate dean for academic and faculty affairs will provide input on the potential impact of the proposals on accreditations and academic programs.
- The college's director of online programs will provide input on potential impact of proposal on online programs.

Committee Meetings

- The first meeting of each academic year is called by the ADAFA at which time the committee shall elect co-chairs from among the committee.
- The committee will meet monthly during the academic year according to schedule and over zoom to facilitate access to materials.
- 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 whether they have program-level standing or *ad hoc* curriculum committees and determine their membership.

Other 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).

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

Seeking Review

Once the details of the proposal have been agreed upon by those generating the proposal. Submit the information and following documents as needed for your curricular change through the [curriculum proposal submission form](#)

- Syllabus (with tracked changes if revised) in Word
- Program requirements (with tracked changes if revised) in Word
- Documentation of program approval as PDF
- Documentation of liaison with other programs as PDF

Syllabi must meet the minimum requirements of the University and College policies before they are shared for faculty and committee review. This can be done by the office of ADAFA or by the faculty.

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

Committee

- Proposal originators can choose or may be requested to present their proposal in person to the committee and/or be present to answer questions by the committee.
- The ADAFA, with the program, will determine 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 Category II proposals.
- The committee will review instructional faculty feedback.
- 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 be entered into the curriculum proposal software.

Instructional Faculty

- The proposal will be presented to instructional faculty (i.e., tenured and tenure-track faculty, instructors, clinical faculty, professors of practice, and professors of teaching) at the same time the proposal is presented to the curriculum committee via email.
- Instructional faculty will have one week to provide feedback and vote. These results will be included in the curricular committee meeting.
- All instructional faculty are expected to vote yes, no, or abstain. Constructive comments should be provided for the curricular committee and will be shared with the originator of the proposal with the committee's feedback.
- A majority (>50%) of faculty who provide a vote of yes will approve the proposal for the committee to consider.

If a proposal is not approved by the committee:

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.

Committee and Faculty Outcomes:

The ADAFA or designee will notify proposal originators of the outcome of the college curriculum committee's review including any faculty feedback. An announcement of proposal results to college faculty will follow the committee meeting.

Expedited Category II Proposals

Curriculum Management 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. The ADAFA will decide if such types of proposals can be handled in an expedited manner within the college.

For a full list of APA expedited proposals visit: <https://apa.oregonstate.edu/expedited-course-proposals>.

Proposals approved to be expedited through the committee will be handled via email rather than waiting for a meeting, with voting options of approve, 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 associate dean for academic and faculty affairs 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.

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

²*Revised 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.*

³ *Revised 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.*

⁴*Revised by the Associate Dean for Academic and Faculty Affairs on August 1, 2024 to change from CPHHS to COH, to add the professor of teaching to the list of instructional faculty, and to make minor clarifications.*

⁵ *Revised by the Associate Dean for Academic and Faculty Affairs on August 6, 2025 to align the proposal review by instructional faculty and the curricular committee so that the committee can discuss/review any faculty input with their review of the proposal.*