

## Curriculum Committee Meetings and Proposal Submission Timeline for AY 2025-26

Below is a description of the timeline for reviewing curriculum proposals in the College during academic year 2025-2026.

- 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 or cancelled.
- Proposals will be sent by Laurel/Mendy to the committee and to COH instructional faculty with ~10 days to review.
- The COH instructional faculty will provide their feedback and approval for the Committee to review and discuss. Faculty will generally be given one week to indicate their feedback/vote on a proposal.
- For review at a curriculum committee meeting, originators must send proposals to Laurel (copy Mendy) by the submission deadline in the schedule each month. *We strongly encourage proposal originators to submit their proposal well in advance of the submission deadline for support and to be respectful of the committee's work.*
- Proposals must be ready by 5:00 on the Friday two weeks before the committee meeting for their ability to reasonably review. "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. *Originators should be mindful of this deadline and be responsive to feedback to meet the deadline to be respectful of the committee.*
- 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).

**The meeting schedule and associated deadlines in AY '25/'26 are as follows:**

**Submission:** *latest date for an originator to submit proposal to Laurel (copy Mendy). Submissions are due Friday. If it falls during a holiday, the deadline is the following Monday.*  
**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 10, 2:00-4:00**

Submission: by 5:00 on Friday, September 19.  
Ready for Review: by 5:00 on Friday, September 26.  
Agenda/Proposal Sent: Tuesday, September 30.

**Meeting: Friday, November 7, 2:00-3:30**

Submission: by 5:00 on Friday, October 17.  
Ready for Review: by 5:00 on Friday, October 24.  
Agenda/Proposal Sent: Tuesday, October 28.

**Meeting: Friday, December 5, 2:00-3:30**

Submission: by 5:00 on Friday, November 14.  
Ready for Review: by 5:00 on Friday, November 21.  
Agenda/Proposal Sent: Tuesday, November 25.

**Meeting: Friday, January 23, 2:00-3:30**

Submission: by 5:00 on Friday, January 2.  
Ready for Review: by 5:00 on Friday, January 9.  
Agenda/Proposal Sent: Tuesday, January 13.

**Meeting: Friday, February 20, 2:00-3:30**

Submission: by 5:00 on Friday, January 30.  
Ready for Review: by 5:00 on Friday, February 6.  
Agenda/Proposal Sent: Tuesday, February 10.

**Meeting: Friday, March 20, 2:00-3:30**

Submission: by 5:00 on Friday, February 27.  
Ready for Review: by 5:00 on Friday, March 6.  
Agenda/Proposal Sent: Tuesday, March 10.

**Meeting: Friday, April 17, 2:00-3:30**

Submission: by 5:00 on Friday, March 27.  
Ready for Review: by 5:00 on Friday, April 3.  
Agenda/Proposal Sent: Tuesday, April 7.

**Meeting: Friday, May 15, 2:00-3:30**

Submission: by 5:00 on Friday, April 24.  
Ready for Review: by 5:00 on Friday, May 1.  
Agenda/Proposal Sent: Tuesday, May 5.