

## College of Public Health and Human Sciences

### 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, 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.

#### **Committee Membership**

The committee shall consist of a minimum of:

- 8 faculty members,
- 4 students,
- College's head advisor (ex officio) or designee,
- College director of assessment and accreditation (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 in the college involved in instruction and/or curriculum development (i.e., tenured and tenure-track faculty, instructors, clinical faculty, and professors of practice) 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.
- Committee members may serve multiple terms but will be limited to a maximum of two two-year consecutive terms.

### **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 head advisor or designee will provide input on the potential impact of proposals on undergraduate students.
- The college's director of assessment and accreditation and the ADAFA will provide input on the potential impact of the proposals on accreditations and academic programs.

### **Committee Meetings**

- The first meeting of each academic year is called by the ADAFA at which time the committee shall elect a chairperson from among the faculty members serving on the committee.
- The committee will meet monthly.
- The assistant to the ADAFA will schedule meetings and provide support to the committee.

### **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 from those generating the proposal:

1. Lead proposer submits proposal via email to the ADAFA
2. Submit the following:
  - As Word documents: syllabi, summary of revisions to degree requirements, justifications, curriculum proposal submission form, etc.)
  - As PDF: documents of program approval/liason with other programs

***Faculty and school staff should not create proposals in the university's online system.***

### **Proposal Approval Process**

- Proposal originators can choose to present their proposal in person to the committee and/or be present to answer questions by the committee. The committee may request that the person(s) leading the proposal, or a representative attend the meeting to give a presentation and/or answer questions about the proposal.
- The ADAFA will determine if a proposal requires additional liaisons with other programs in the college are needed prior to consideration by the college curriculum committee.
- The committee will review and vote on Category I and Category 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 a proposal is approved by the committee - faculty vote process:***

- 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, and professors of practice) 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 to request a discussion of the proposal at a faculty meeting.
- If a majority of faculty who provide a vote (>50%) approve the proposal and no significant issues are raised to be discussed, the proposal will move forward.
- When approved, the proposal will be 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 after the faculty vote it is determined 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 proposal voting results to college faculty will follow the day after the voting 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. The ADAFA will decide if such types of proposals in our college will require a full committee review or if they can be handled in an expedited manor 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 then 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.

*<sup>1</sup>Revised by the Associate Dean for Academic and Faculty Affairs on March 8, 2018 to consistently use "curriculum" and not "curricular" throughout the document.*

*<sup>2</sup>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.*

*<sup>3</sup> Revised by the Associate Dean for Academic and Faculty Affairs on Nov, 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.*