

CURRICULUM COUNCIL MEMBER DUTIES & PROCEDURES

Curriculum Council (CC) reviews and approves (or rejects) curriculum changes for the university, "in an effort to implement the long-range educational mission of the University and to ensure high quality academic programs for students...It attempts by coordination to bring about a suitable and rational balance of academic programs...It has an ongoing responsibility to assure that appropriate curricular policies are implemented efficiently and effectively without becoming unduly burdensome to faculty or disadvantaging students." (CC Standing Rules)

The scope of CC's duties includes review of proposals for new courses and the removal of courses. It also includes changes to existing majors, minors, degrees, and certificates (universally referred to as "programs"), and the creation of new programs. Finally, CC must review and approve the removal of a course or program.

The review process for courses and programs is highly regulated and goes through a number of steps. A review by the College representative is a step in the review process. The CC as a whole will also review each course and program proposal as the final step in the process.

As a voting CC member, you are responsible for:

1. Being primary reviewer on course/program proposals from your college if you are a college representative OR if you are the Ecampus or Cascades representative, being a secondary reviewer for all Ecampus/Cascades proposals;
2. Being a secondary reviewer for course/program proposals for two other academic units.
3. Provide input into the development and administration of CC policies.

As a non-voting CC member:

We welcome your input on the review and approval of curricular proposals and the development and administration of CC policies

How will I know what to do each week?

1. **College Reps:** Watch for auto-generated emails from the CIM system when a course proposal is filed for your college. You are the primary reviewer on these course proposals. **SAVE THESE EMAILS.** They provide you with the link you will need to review these courses. Review the course proposal, **approve** if you think it is appropriate, and be prepared to discuss at the next CC meeting. If you find there are significant concerns, you may "rollback" the proposal with comments. If you do so, make sure not to rollback all the way to the beginning; instead, rollback to the closest instance of the originator. Review [training materials](#) if you are unsure how to do this.
2. **Ecampus/Cascades Reps:** Watch for auto-generated emails from the CIM system when a course proposal is filed for your unit. **SAVE THESE EMAILS.** They provide you with the link you will need to **review** these courses. (You are not a primary reviewer, so you will not have the approval button for these proposals.)
3. **All Reviewers:** You should receive an email from the CC Co-chairs listing the proposals you are requested to review prior to the next meeting. You will be asked to recommend "approval" or request "discussion" on each

proposal. If discussion is requested, please provide brief comments on the areas to be discussed.

All Reps: Watch your email for the CC agenda from Vickie Nunnemaker. You will also receive a spreadsheet of courses and programs scheduled for review at the next CC meeting from Caitlin Calascibetta. The spreadsheet will indicate which proposals are scheduled for review and provide a link to the proposals. Note any issues that you identify and prepare to discuss them with the CC.

4. **All Reps:** Be aware that items may appear on the weekly agenda that are not assigned reviewers. For example, non-credit courses and some CoreEd proposals flow directly into the CC co-chair's queue.

What do I look for in a proposal?

- This document (see below) includes a high-level checklist of issues to consider when reviewing a course or program proposal. Keep in mind the mission of the council and the council's role in balancing the needs of faculty and interests of students when reviewing proposals. In particular, please consider that faculty concerns are well- represented in the proposal and review process, but student interests may not be directly considered unless you raise them. If you have questions, please ask! Most issues benefit from discussion and multiple perspectives and do not have black and white answers.

Absence from CC meeting

- If you will be absent from a CC meeting, please send notes with any issues that you identify in a proposal to the CC Co-chairs .

Key Deadlines

Date	Proposal Type
11/10/2024	NEW courses and programs effective Winter 2025
2/16/2025	NEW courses and programs effective Spring 2025
3/1/2025	All Core Education course and program proposals for AY 2025-26 implementation
5/1/2025	CHANGE in courses and programs effective AY 2025-26
5/11/2025	NEW courses and programs effective Summer 2025
8/3/2025	NEW courses and programs effective Fall 2025

PROGRAM REVIEW CHECKLIST

Overview

- For new and change:
- Executive summary adequate?
- Obvious of purpose of action?

Classes

- For new and change:
- Are new classes proposed in CIM (note that they do not need to have been approved)
- Is there adequate staff to teach new classes?
- If classes are canceled, how will affected students be cared for?

Organization

- For reorg:
- Is org chart provided and clear?
- Is home of the degree clear?

Liaisons

- For new and change:
- Adequate and appropriate?
- Concerns addressed?
- External letters of support?

Miscellaneous

- For new and change with "pro school type of entrance req:
- Entrance requirement appropriate?
- Enrollment forecast reasonable?
- Graduation rate reasonable?

COURSE REVIEW PROCESS AND RESPONSIBILITIES

Proposal Justification	Check for appropriateness from a college curricular's perspective. Do the proposal and justification align with OSU's overall vision & mission?
Liaisons	Check for adequacy--are impacted units covered in the liaison process? Read the liaisons' comments at the end of the proposal form and whether concerns have been addressed.
Description	Check for potential overlap or conflict with other course(s). Is the description a good representation of the course?
Prerequisite	Check for appropriateness and adequacy.
Learning Outcomes, Assessment, and Course Content*	Check for appropriateness and adequacy. Check if the Learning Outcomes, Assessment, and Course Content are all aligned. Note: for CoreEd proposals, the CoreEd Committee will review the CoreEd specific Learning Outcomes, Assessment, and Course Content related to those LOs. The CC is responsible for reviewing the additional Learning Outcomes, Assessment, and Course Content
Learning Resources	Check for appropriateness and adequacy.

*Check the syllabus for detailed information

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