Voting members present: Tasha Biesinger, Allison Dorko, Sue Helback, Prem Mathew, Tom Miller, Barbara Muraca, Richard Nafshun, Mina Ossiander
Voting members absent: John Bailey, Joan Gross, Michael Harte, Norm Johnson, Carol Rivin, John Schlipf, Ingrid Skoog
Ex-officio members present: Academic Affairs - Janine Trempy, Extended Campus - Shannon Riggs, Registrar's Office - Rebecca Mathern
Liaison members present: Academic Advising Council - Karla Rockhold, Instructional Technology - Jon Dorbolo, OSU-Cascades - Daniel Stroud via phone
Guests: Gary Beach, Cheryl Hagey

Workflows
- Course, Minor, Option, Major Proposals Workflow Chart - continued (see CPS Cat II.pptx)
- There is a difference in the way the Graduate Council (GC) looks at these proposals because the GC discusses all of these types of proposals during a meeting. The Curriculum Council (CC) representative from the appropriate unit reviews the proposal and then the CC chair approves the proposal.
- If all of these proposals are reviewed during the CC meetings, it would slow down the approval process. This would affect 1-2 proposals per month.
- Perhaps liaisons need an explanation of expectations and consequences; need to emphasize the importance of liaison. Suggested having someone explain the liaison role during unit meetings.
- There was a suggestion that the CC Chairs could prepare a letter explaining the liaison role and importance, and distributed to all liaisons; Prem agreed to prepare the letter.
- Have unit representatives handle minors, options, and majors proposal; any awry Cat II items would be flagged for the CC meeting to discuss. APAA could notify the CC chairs of proposals that need to be discussed during a CC meeting.
- Communication between liaison
- Could change workflow after Faculty Senate approval, but before the Provost, so the proposal goes back to APAA to determine how many courses are developed and how many are in the process of being developed, and the CC would determine whether or not to provide final approval.
- The CC could prepare and distribute policies/guidelines and expectations. Perhaps require a major map with every proposal, which would ensure that the courses are developed. CC needs to develop a recommendation to the Executive Committee for Faculty Senate approval. Another suggested that 80% of the courses must be approved or enough of the courses developed that a student could receive a degree AND the remaining courses must be developed and approved within one year of the effective term of the program.
- How would this apply to Ecampus? Courses are established in the CPS; there would be no effect. What about new degree programs offered solely online? The face-to-face development schedule would apply.
- CTL could be a resource for any unit needing assistance with outcomes.
- What do we do with Hospitality Management? None of the courses have been developed. They are failing their commitment. Could explain to the dean that the new policy is that all courses must be developed and approved within one year; otherwise, the program will be suspended.
- Vickie suggested that the number of programs that have not developed and approved the programs be determined prior to the CC chairs meeting with the EC. Rebecca indicated that there are at least 5 majors, 5 minors and 2 certificates.
- Following program approval, there is a review policy in place after five years; should there be a follow-up after one year to ensure that all courses related to a particular program be approved 100%? The criteria is in the submitted and approved proposal. Perhaps invite the program originator to CC for a status report; if not acceptable, the program could be suspended.
• What is meant by ‘syllabus’? The course has been fully approved through the Cat II CPS system.

Action: APAA will notify the CC chairs of proposals that need to be discussed during a CC meeting.

Action: The Curriculum Council will develop a recommendation to be presented to the Executive Committee for Faculty Senate approval which would require that proposals for new degrees shall include: degree outcomes, course objectives, and course syllabi for all courses offered in the program.

Discussed conditionally approving course designators until the degree proposal is approved.

Discussion: New Program Proposals – Course Development Expectations

• Continuation of the Hospitality Management discussion.

• Suggestion to set a minimum number of courses that must be approved at the time the program proposal is approved, and the reminder of the courses must be approved within one year; if the remaining courses are not approved, the program would be suspended.

Category II Proposal Approvals

• All Curriculum Council members are asked to peruse the messages sent by Richard containing the below proposals. If there are no concerns, all of the Category II proposals in the messages will be approved by the chair. Proposals with concerns will be reviewed during the meeting. Please inform Vickie Nunnemaker if there is a proposal(s) that needs to be discussed during the meeting.

• #96596 – ART 366 – Art Since 1945 – College of Liberal Arts
  o Change Course effective Summer 2016

• #96371 – BA 253 – Professional Development – College of Business
  o New Course effective Summer 2016

• #96101 – COUN 562 – Introduction to Research Methods in Counseling – College of Education
  o New Course effective Summer 2016

• #95825 – FES 356 – Planning for Rec & Tourism – College of Forestry
  o Drop Course effective last day of Spring 2016

• #95867 – FOR 436/FOR 536 – Wildland Fire Science & Mgmt – College of Forestry
  o Change Course effective Spring 2016

• #95868 – FOR 446/FOR 546 – Wildland Fire Ecology – College of Forestry
  o Change Course effective Spring 2016

• #94224 – FR 376 Empires and Globalization: French – College of Liberal Arts
  o New Course effective Fall 2016

• #96542 – GD 424- Brand Identity Systems – College of Business
  o Change Course effective Summer 2016

• #96999 – GEO 495 – Advanced Field Geology – College of Earth, Ocean and Atmospheric Sciences

• #94217 – GER 366 Language and Identity: German – College of Liberal Arts
  o New Course effective Spring 2016

• #94225 – GER 376 Empires and Globalization: German – College of Liberal Arts
  o New Course effective Fall 2016

• #94218 – SPAN 366 Language and Identity: Spanish – College of Liberal Arts
  o New Course effective Spring 2016

• #94223 – WLC 376 Empires and Globalization – College of Liberal Arts
  o New Course effective Fall 2016

• #96089 – Adult & Higher Education – EdM, PhD, EdD – College of Education
  o Change Graduate Major effective Spring 2016
  o Program title change from Adult Education EDM to Adult and Higher Education - EdM, PhD, EdD; adding PhD and EdD degree types; and eliminate Ecampus offerings

• #96179 – Environmental and Energy Politics – College of Liberal Arts
  o Change Undergraduate Option effective Summer 2016

• #96191 – Law and Politics – College of Liberal Arts
Change Undergraduate Option effective Summer 2016

- #96211 – International Affairs – College of Liberal Arts
  - Change Undergraduate Option effective Summer 2016
- #96212 – Political Science – BA, BS, CRED, HBA, HBS – College of Liberal Arts
  - Change Undergraduate Major effective Summer 2016

**Action:** Tasha moved to approve all CPS proposals that currently sit with the CC chair; motion seconded and approved with no dissenting votes.

**Information Items:**
- The Art Action Plan is scheduled to be discussed on March 10. The Action Plan and Corvallis and Bend review reports are attached for your review.
- Any materials distributed during this meeting must be sent electronically to Prem Mathew, Richard Nafshun, and Vickie Nunnemaker prior to the meeting.
- Curriculum Council Cat I Possible Review Questions (see http://oregonstate.edu/dept/senate/committees/curric/doc/CatIrev.pdf)

**Pending Issues:**
- Course designator vs. Subject Code – S. Dawn (see 1/24/14 minutes)
- Comm courses
- MA, MS in Communication #82032 - https://secure.oregonstate.edu/ap/cps/proposals/view/82032
- Accessibility – invite DAS re: procedures to ensure programs are accessible?
- MOU & Articulation Process – verbiage from Gary
- Minimum grade for grad level enforced pre-req in CPS is C rather than D- ~GB to draft policy
- Self-study parameters – Janine Trempy
- Revise course designator policy with deadlines (see 12/3/15 & 2/5/16 minutes)
- Course Designator AJ (Applied Journalism) – hold – discuss with AJ minor
- BA, BS in Hospitality Management – Ecampus – Prem will discuss with Todd Montgomery

**Meeting Schedule**
Thursday, March 10 ~ 10:00-12:00 – 128 Kidder Hall
Friday, March 18 ~ 1:00-3:00 – 128 Kidder Hall