

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 members 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 colleges.
3. Provide input into 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/OSU-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 Reps:** Watch your email for the CC agenda from Vickie Nunnemaker and open the spreadsheet of courses and programs to review. The spreadsheet will indicate which proposals you are assigned to review and provide a link to the proposals. Proposals are shaded the **second** week that they are on the spreadsheet. Shaded proposals are on the agenda for review at the CC meeting. 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 spreadsheet that you do not get an email for. For example, non-credit courses flow directly into the CC co-chair's queue. Review the weekly spreadsheet carefully for items you will need to review.

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 primary reviewer for the proposal or indicate if you have no concerns. If you are the primary reviewer, please contact the co-chairs with notes of any issues that you identify in a proposal or indicate if you have no concerns. Please also contact Vickie Nunnemaker (vickie.nunnemaker@oregonstate.edu) in the Faculty Senate Office as she tracks attendance.

Key Deadlines for AY2021-2022

- November 7: new courses and programs/Winter 2022
- February 13: new courses and programs/Spring 2022
- May 1: Change in courses and programs/AY2022-23
- July 31: new courses and programs/Fall 2022

PROGRAM REVIEW CHECKLIST

Overview	<ul style="list-style-type: none">•For new and change:•Executive summary adequate?•Obvious of purpose of action?
Budget	<ul style="list-style-type: none">•For new and reorg: (DO NOT REVIEW FOR EXTENSION TO NEW CAMPUS)•Overall (makes sense? clear funding sources?)•Admin support adequate?•All costs accounted for (library, facilities, faculty, etc.)?
Classes	<ul style="list-style-type: none">•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	<ul style="list-style-type: none">•For reorg:•Is org chart provided and clear?•Is home of the degree clear?
Liaisons	<ul style="list-style-type: none">•For new and change:•Adequate and appropriate?•Concerns addressed?•External letters of support?
Miscellaneous	<ul style="list-style-type: none">•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 college curricular’s perspective. Does 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*	Check for appropriateness and adequacy. Check if the Learning Outcomes, Assessment, and Course Content are all aligned.
Assessment*	Check for appropriateness and adequacy. Check if the Learning Outcomes, Assessment, and Course Content are all aligned.
Course Content*	Check for appropriateness and adequacy. Check if the Learning Outcomes, Assessment, and Course Content are all aligned.
Learning Resources	Check for appropriateness and adequacy.

*Check syllabus for detailed information