



Submitting Curriculum Proposals

New curriculum proposal system will be implemented late Fall 2019

The new system, called CIM and pronounced 'Kim', will replace the current CPS. A representative from the vendor will be on the Corvallis campus on October 16 and 17 to provide [CIM training sessions](#). Everyone who interacts with the current CPS or anticipates needing to propose, review, or approve curriculum proposals in the future should attend this important training.

[Register here](#).

For an overview of the project and to stay up-to-date on the implementation, visit the Office of the Registrar's [projects page](#). Please direct all CIM-related questions to cim.help@oregonstate.edu.

Overview

Curriculum proposals are divided into two broad groups:

[Program Proposals](#) which cover the creation of, changes to, or termination of degree programs, certificates, academic units, and locations. Also known as Category I proposals.

[Course, Option, Minor, and Change Major Proposals](#) which cover the creation of, changes to, or termination of courses, options, and minors. Also known as Category II proposals.

Requirements vary by the type of proposal submitted. The curriculum proposal pages provide detailed information about the proposal process and requirements for the different types of curriculum proposals.

Questions? Contact [APA's Curriculum Coordinators](#).

Timing

Course changes, program changes, and program deactivations go into effect the following catalog year. New courses and programs go into effect more quickly. See the [catalog year policy](#) for details.

Curriculum Proposal System

The online [Curriculum Proposal System](#) (CPS) is where all academic-related proposals are submitted. The system tracks the proposals transparently and efficiently by noting all changes and comments made to the proposal. This process generates a record that ensures the proposal is appropriately recorded in the OSU catalog, and, when necessary, enables other faculty stakeholders (liaisons) and the Faculty Senate oversight committees to ensure curricular standards are being met. The CPS also routes the proposal to the APA Curriculum Coordinators who check each proposal for completeness and accuracy.

A proposal is **NOT** official until it has gone through the entire CPS process and been approved. Proposed academic programs in the approval process may be advertised as "Pending Final Approval" once the proposal has been approved by the OSU Faculty Senate Curriculum Council.

- › All curriculum proposals are public documents - please make sure

submissions are as complete as possible prior to submission to the system. Notes, comments, and routing (such as being sent back) are all documented and viewable.

- › The [APA Curriculum Coordinators](#) are available for pre-proposal consultations. These consultations will likely help the proposal move through the system faster and more efficiently.

CPS BASICS

Liaisons

Liaisons are individuals at OSU, such as faculty in a related program, who have an interest in a particular proposal. Liaisons are an important part of the curriculum review process because they provide feedback, identify errors and concerns, and help identify curricular overlap or dependencies between programs in different units.

Responding in the CPS

During the proposal review process, liaisons, reviewers, and proposal originators use the CPS to post questions and comments related to proposals.

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