****

**Course, Option, Minor, and Change Major Proposal Process**Full Category II proposal

A FULL Category II proposal is submitted when an academic unit makes one of these changes:

|  |  |  |
| --- | --- | --- |
| **Courses** | **Major** | **Minor and Option** |
| Add, change, or drop any of the following:   * Course Title * Course Description * Prerequisites * Number of Credits * Schedule Type * Grading Mode * Bacc Core Status * WIC Status * Location | Change any of the following:   * Courses * Number of Credits * Course Credit Titles * Major Description, including total Course Credit Change or Minimum Grade requirements | Add, change, or drop any of the following:   * Requirements * Courses * Number of Credits * Course Title * Minor Description |

For additional information, visit the [Curriculum Proposals section](https://apa.oregonstate.edu/academic-programs/curriculum/submitting-curriculum-proposals) of the Academic Programs and Assessment website.

**General information about proposal movement in the CPS:**

1. The Originator(s) is notified via email at every step of the workflow, whether the proposal moves forward or is returned to them.
2. Only the liaison review has a timeline. All other reviewers can take as long as they like to complete their review of the proposal.

* Steps requiring faculty involvement will be delayed if they fall during Summer term or Winter break.

1. Reviewer(s) must “Approve” the proposal before it can move forward to the next step. If the Reviewer asks for corrections, the proposal is “Sent Back” to the Originator(s) for edits, then returned to the Reviewer for Approval. All questions and comments made by the Reviewer regardless of whether the proposal is “Sent Back” or “Approved” must be addressed by the Originator prior to final approval and catalog implementation.

* Note: Once Reviewers approve their step of the proposal review process, they do not receive further notification about the proposal’s progress nor are they given the opportunity for further review/comment.

**Stage 0: Proposal Preparation**

| **Who** | **Processes** |
| --- | --- |
| **Originators**  (College, School, Department, or Program faculty, administrators, and staff who draft the proposal) | **Originator**   * Fills out the appropriate Proposal form in the CPS. * Adds Contacts (Individuals in the academic unit who have knowledge of the proposal or need to be notified once the Proposal has been approved. Contacts also can modify proposal content.) * Adds Originators (Individuals in the academic unit who will be notified whenever the proposal moves from one review step to another.) * Adds additional Liaison Contacts, if desired * Once ready to move the proposal forward, the Originator clicks the “Contact” button next to each Liaison’s name or clicks the “Contact all” button at the bottom of the screen. This will trigger an email to the Liaisons. **Do not Submit the proposal. It should remain in Draft form.**   Note: Originators are notified whenever a proposal moves, either forward or backward. Contacts (e.g., college dean) are notified once the proposal has been approved and is implemented by the Registrar’s Office. Liaisons are not contacted or notified following their review (and approval) of the proposal in draft form. |
| **During this step, the proposal is a “Draft” and the Originator can make changes at any time.** | |

**Stage 1: Review by Liaison Contacts**

| **Who** | **Processes** |
| --- | --- |
| **Liaisons (Internal)**  (Individuals at OSU who have an interest or possible conflict with the proposal.) | **CPS**   * Emails Liaisons to tell them a draft proposal is ready for review. * Emails Originator each time a Liaison responds.   **Liaisons**   * Check for conflict with their course subject. * Are not required to respond. * If support the proposal, no feedback is required; however, it is helpful to have a comment indicating the liaison’s support. * If object to the proposal, must provide feedback explaining the objection. The proposal is returned to the Originator for comments and changes.   This is the only step with a time limit: Liaisons have 14 business days to respond.  **It is the Originator’s responsibility to submit the proposal** after the liaison review period has ended. The current CPS will not automatically move the proposal to the College Curriculum Committee Chair or Designate. The proposal can move forward earlier than 14 business days if all of the identified liaison contacts have reviewed and/or commented on the proposal. |
| Before this point, the proposal is a draft and the Originator can make changes at any time.  **Originator submits the proposal into the CPS workflow. REVIEW PROCESS BEGINS.**  Originators now can make changes **only** when the proposal is sent back to them. | |

**Stage 2: Review by College Curriculum Committee**

| **Who** | **Processes** |
| --- | --- |
| **College Approver**  (Faculty member in an academic unit assigned to review proposals) | **CPS**   * Emails College Approver to tell them a proposal is ready for review. * Emails Originator when the Approver approves or sends back the proposal.   **College Approver**   * Checks that proposal and syllabus meet the Faculty Senate’s minimum requirements. * If approves, no feedback is required and the proposal moves forward. * If doesn’t approve, must provide comments. The proposal is returned to the Originator. Once the Originator responds, the proposal returns to College Approver for approval. |

**Stage 3: APA: Curriculum Coordinator**

| **Who** | **Processes** |
| --- | --- |
| **APA’s Curriculum Coordinator** | **CPS**   * Emails APA Curriculum Coordinator that a proposal is ready for review. * Emails Originator when the APA Curriculum Coordinator approves or sends back the proposal.   **APA Curriculum Coordinator**   * Proofs proposal and syllabus to verify they:   + meet the Faculty Senate’s minimum requirements   + meet the Registrar’s requirements   + make sense * Assigns a CIP code to New Courses, Majors, Minors, and Options. * Reads Liaison comments and verifies that the Originator responded to all. * Checks whether the course is offered at other campuses and contacts Liaisons if hadn’t already been contacted. * If approves, no feedback is required and the proposal moves forward. * If doesn’t approve, must provide comments. The proposal is returned to the Originator. Once the Originator responds, the proposal returns to Curriculum Coordinator for approval. |

**Stage 4: University: Review and Approval Steps**

| **Who** | **Processes** |
| --- | --- |
| **Faculty Senate Graduate Council Representative**  *Reviews courses that are 500-level and above* | **CPS**   * Emails Representative to tell them a proposal is ready for review. * Emails Originator when the Representative responds or sends back the proposal.   **Graduate Council Representative**   * Checks that proposal and syllabus meet graduate requirements. * If approves, no feedback is required and the proposal moves forward. * If doesn’t approve, must provide comments. The proposal is returned to the Originator. Once the Originator responds, the proposal returns to the GC Rep for approval. |
| **Faculty Senate Graduate Council Chair**  *Reviews courses that are 500-level and above* | **CPS**   * Emails Chair to tell them a proposal is ready for review. * Emails Originator when the Chair responds or sends back the proposal.   **Graduate Council Chair**   * Checks that proposal and syllabus meet graduate requirements. * If approves, no feedback is required and the proposal moves forward. * If doesn’t approve, must provide comments. The proposal is returned to the Originator. Once the Originator responds, the proposal returns to GC Chair for approval. |
| **Writing Intensive Curriculum (WIC) Director**  (If applicable) | **CPS**   * Emails WIC Director to tell her a proposal is ready for review. * Emails Originator when the WIC Director responds or sends back the proposal.   **WIC Director**   * Checks that proposal and syllabus meet WIC requirements. * If approves, no feedback is required and the proposal moves forward. * If doesn’t approve, must provide comments. The proposal is returned to the Originator. Once the Originator responds, the proposal returns to the WIC Director for approval. |
| **Difference, Power, and Discrimination (DPD) Director**  (If applicable) | **CPS**   * Emails DPD Director to tell her a proposal is ready for review. * Emails Originator when the DPD Director responds or sends back the proposal.   **DPD Director**   * Checks that proposal and syllabus meet DPD requirements. * If approves, no feedback is required and the proposal moves forward. * If doesn’t approve, must provide comments. The proposal is returned to the Originator. Once the Originator responds, the proposal returns to the DPD Director for approval. |
| **Faculty Senate Baccalaureate Core Committee (BCC)  Co-Chairs**  (If applicable) | **CPS**   * Emails Co-Chairs to tell them a proposal is ready for review. * Emails Originator when the Co-Chairs respond or send back the proposal.   **BCC Co-Chairs**   * Assign proposal to committee member of the BCC. Check that proposal and syllabus meet BCC requirements. * If approve, no feedback is required and the proposal moves forward by BCC Co-Chair. * If don’t approve, must provide comments. The proposal is returned to the Originator. Once the Originator responds, the proposal returns to the BCC Co-Chairs for approval. |
| **Faculty Senate Curriculum Council (CC) Representative** | **CPS**   * Emails Representative to tell them a proposal is ready for review. * Emails Originator when the Representative responds or sends back the proposal.   **CC Representative**   * Checks that proposal and syllabus meet all requirements (e.g., prerequisites, course description, course content) and will provide the best educational opportunities for students. * If approves, no feedback is required and the proposal moves forward. * If doesn’t approve, must provide comments. The proposal is returned to the Originator. Once the Originator responds, the proposal returns to the CC Rep for approval. |
| **Faculty Senate Curriculum Council (CC) Co-Chairs** | **CPS**   * Emails Co-Chairs to tell them a proposal is ready for review. * Emails Originator when the Chair responds or sends back the proposal.   **CC Co-Chairs**   * Present group of proposals to the Curriculum Council Committee for review and approval within a two week window. * Committee can bring up concerns in meeting or via email. * If approve, no feedback is required and the proposal moves forward. * If don’t approve, must provide comments. The proposal is returned to the Originator. Once the Originator responds, the proposal returns to Co-Chairs for approval.   **Final Approval of Courses, Minors, Options, Majors (changes)** |

**Stage 5: APA: Curriculum Coordinator**

| **Who** | **Processes** |
| --- | --- |
| **Academic Programs and Assessment (APA)** | **CPS**   * Emails notification to Curriculum Coordinator that a proposal is ready for review. * Emails Originator when the Curriculum Coordinator responds or sends back the proposal.   **APA Curriculum Coordinator**   * Conducts final proposal and syllabus review to verify they:   + meet university requirements   + are error free * Verifies Originator responded to all comments and made all requested corrections * If approves, no feedback is required. The CPS notifies all reviewers that the Review is complete. * If doesn’t approve, must provide comments. Proposal is returned to the Originator.   + Returned to APA Curriculum Coordinator |
|  | **REVIEW PROCESS ENDS** |

**Stage 6: Office of the Registrar: Implementation and Campus Announcement**

| **Who** | **Processes** |
| --- | --- |
| **Catalog and Curriculum Coordinator** (Registrar’s Office) | **CPS**   * Emails Catalog Coordinator that a proposal is ready for review. * Emails Originator when the Catalog Coordinator responds or sends back the proposal.   **Catalog Coordinator**   * Inputs course information into Banner, MyDegrees, and online catalog * If approves, no feedback is required. See Final Approval section below for notification process. * If doesn’t approve, must provide comments. The proposal is returned to the Originator. Once the Originator responds, the proposal returns to the Catalog Coordinator. |

**Final Approval Notification**

| **Who** | **Processes** |
| --- | --- |
|  | **Once the proposal is reviewed by the Catalog Coordinator, the Originator receives Final Approval notification.**  **CPS**   * Emails the Originator and Contacts that the proposal is Approved.   After this point, if changes are needed, the academic unit must submit a new proposal in the CPS. |