OHSU School of Nursing - Curriculum Modification Proposal Checklist

This information is designed to assist in the preparation of a curriculum modification proposal request within an **existing program**, (Category II and III changes). New program proposals (Category I) take longer and additional steps are required.

The originator(s) of a curriculum revision request should plan on **two - six months** to complete the review. Some requests are more complex than others and it is important to allow enough time for review by Faculty Senate (Education Policy Committee), Statewide Provost’s Council, and other accreditation or approval notifications, as part of the approval process. Requested revisions of proposals may require additional time. Proposals submitted during summer will not be acted upon until the start of the fall quarter except in unusual circumstances.

Category III proposals must be approved through the School of Nursing councils and committees by March 31st and Category II Proposals must be approved through the School of Nursing councils and committees by December 1st to be considered for implementation in the subsequent academic year.

In addition, new program proposals affecting both graduate and undergraduate programs must be reviewed and approved by **Faculty Coordinating Council (FCC)**. FCC also determines what is moved forward to Faculty Assembly for vote or discussion.

The initiator(s) of the request should plan to attend meetings when the proposal is discussed in order to answer questions and follow up with any requested revisions.

**Please use the following checklist to assist you in moving through this process.**

☐ 1. Curriculum request is reviewed with Program Director (PD)/Campus Associate Dean (CAD) (weighs integrity, financial, resources, impact to other programs/campuses). Requests may be initiated by PD/CAD, faculty and/or other course groups.

☐ 2. If impacts other programs/campuses, PD/CAD consults with other leadership impacted by change

☐ 3. Substantive Category II proposals should be shared during regular Faculty Assembly meetings and forums. Please consult with the Chair of FCC to plan for these discussions as part of the process.

☐ 4. PD/CAD/Initiator consults with SON Academic Affairs (Assistant Dean for Academic Services) re. appropriate forms/ level for desired revision.

☐ 5. PD/CAD/Initiator completes the forms per advice.

☐ 6. **Graduate only**: Initiator submits proposal to Chair of Advanced Practice Registered Nurse (APRN) Curriculum Committee as needed.

☐ 7. **Graduate only**: APRN Curriculum approves or recommends change and approves or denies.

☐ 8. Initiator submits proposal to Chair of Graduate or Undergraduate Council*. A minimum notification of two weeks prior to meeting requested is required for agenda.

☐ 9. Graduate or Undergraduate Council approves or recommends changes and approves or denies.

☐ 10. For curriculum requests that cross Undergraduate and Graduate programs only: FCC must review and approve recommended changes and determine if proposal is moved to Faculty Assembly.

☐ 11. If approved, Senior Associate Dean and PD/CAD complete final review and approve or deny. (*note: for UG only OCNE notification required at this point for 400 level course modifications).

8/28/2017
☐ 12. Academic Affairs submits approved requests to Central Administration (Provost’s Office and Registrar) for further processing and approvals.

☐ 13. Initiator/PD notified when final approval is received.

* Undergraduate proposals are likely to be received more favorably if shared and vetted with campus faculty, workgroups and curriculum leads prior to submission to UG council.