COH Curriculum Committee

Purpose
The intent of the COH Curriculum Committee is to review curriculum proposals before programs submit the documents to the Undergraduate Curriculum Committee or the Graduate Council. Inform the Dean of proposed curriculum changes.

Curriculum Committee Membership
- Associate Dean of Curriculum and Assessment who serves as the committee chair.
- One Undergraduate Curriculum Committee member who represents a COH department or program.
- One Graduate Council member who represents a COH department or program.
- Two additional members who represent other COH departments of programs.
- All faculty members serving on the Curriculum Committee are voting members.
- Faculty have two-year appointments, which are staggered to provide for continuity from year to year.

COH Process
- Inform the Associate Dean of Curriculum and Assessment that a curriculum proposal is being submitted.
- Complete the curriculum proposal at least 3 weeks prior to the deadline for the respective University body.
- The Associate Dean has access to the undergraduate curriculum proposals created in Google docs. Graduate curriculum proposals are emailed as Word documents to the Associate Dean. Feedback is provided using the Track Changes feature in Word.
- The 2022 Fall deadline date for submission of undergraduate curriculum proposals to the COH Curriculum Committee is September 6.
- The 2023 Spring deadline date for undergraduate curriculum proposals is mid-April. Consult the UCC website for the exact deadline date. Changes approved during the spring will not be included in the next academic year’s undergraduate catalog, but will be included in the subsequent academic year’s catalog.
• Spring deadline date for submission of undergraduate curriculum proposals to the COH Curriculum Committee is 3 weeks prior to the April deadline.

Helpful Information for Undergraduate Curriculum Proposals
• Procedure for Curriculum Proposals Submitted to the Undergraduate Curriculum Committee (UCC)
• Prepare the curriculum proposal by accessing information on the UCC's website (e.g., forms and helpful instructions) [https://www.isu.edu/ucc/general-ucc-proposal-information/](https://www.isu.edu/ucc/general-ucc-proposal-information/)
• Fall deadline to submit undergraduate curriculum proposals is September 20. Only changes approved during the fall will be added to the next academic year’s undergraduate catalog.

Curriculum Proposals Submitted to the Graduate Council
• Prepare the curriculum proposal by accessing information on the council’s website (e.g., forms, meeting dates, and submission dates). [https://www.isu.edu/graduate/forms--info/meetings--information/](https://www.isu.edu/graduate/forms--info/meetings--information/)
• Submission of graduate curriculum proposals is possible at any of the Graduate Council meetings; however, each meeting has a designated submission due date listed on the council’s website.

COH Curriculum Committee Responsibilities
- Review undergraduate and graduate curriculum proposals to provide feedback to the program faculty before submitting the proposal to the respective university committee or council.
- In writing, inform the Dean about the proposed curriculum changes and whether the routing sheet is ready to be signed.