College Curriculum Committee (CCC) Policies

Standards:

1. The CHSP College Curriculum Committee (CCC) consists of two faculty members from each college unit (department or school). One faculty member represents Group I.
2. Each member serves for a term of three (3) academic years.
3. The CCC reviews all course changes, new courses, program changes, and new programs in CHSP.
4. Members of CCC provide timely feedback for all curriculum items under review.
5. Members of CCC enforce the university policies for curriculum development and revision.
6. Members of CCC ensure quality and consistency in the curriculum across all units.
7. Members of CCC contribute to ongoing curriculum issues or initiatives as tasked by the Dean or ADAA.

Roles and Responsibilities:

Curriculum Committee Chair

The Associate Dean for Academic Affairs (ADAA) serves the role of chair for CCC. This role entails the following responsibilities:

- Establish semester meeting times prior to the start of the semester
- Determine meeting agenda
- Approve/return courses and programs (as per committee decisions)
- Facilitate discussion of curriculum items in meetings
- Maintain CCC minutes
- Liaison with UCC as needed
- Send CCC meeting dates and deadlines to academic units
- Follow up with course/program contacts related to course/program approval status
- Provide UCC and university updates as they relate to curriculum
- Send pre-meeting agenda items and survey to members

Because curriculum is faculty-driven with respect to development and revision, the ADAA’s role is to coordinate the review and approval process. The chair may approve courses/programs when the
committee agrees that courses/programs returned to units for revisions are minor enough that they do not require a second full review by the committee.

**Members (unit representatives)**

- The expected term on CCC is three (3) academic years.
- The expectation is that each unit representative have carefully reviewed all curriculum materials before each meeting by returning a survey by the due date (established by chair).
- The unit representatives are expected to adhere to high standards when preparing and submitting materials to CCC—and to communicate this expectation to faculty in their respective units.
- The unit representative is expected to be prepared to answer questions about the items submitted and go back to academic unit to communicate feedback.
- The unit representatives regularly attend CCC meetings
- If a unit representative cannot be at a regular meeting, he/she informs the Chair of the absence.

**Procedures:**

- All curriculum items at the CCC level by the appropriate due date are reviewed at the next regularly-scheduled CCC meeting (see key deadlines/due dates).
- All items to be reviewed by CCC are submitted properly into OCEAN 2.0 (courses) and OCEAN 1.9 (programs).
- The curriculum review items are sent to CCC member in one pdf document. In doing so, a qualtrics link is sent for review feedback.
- Member terms are monitored by the ADAA and new members recruited in consultant with unit chairs and directors.
- The committee always meet unless there are no agenda items or issues to consider.
- Meetings take place every two (2) weeks during fall and spring semesters.
- The chair may call special meetings if time-sensitive curricular issues arise between scheduled meetings.
- Courses and programs are reviewed on a first in-first out basis.

**Resources:**

Please consult this document prior to submitting a new course or course changes:

[https://www.ohio.edu/facultysenate/committees/ucc/upload/ICC-GuidelineRevised-Approved.pdf](https://www.ohio.edu/facultysenate/committees/ucc/upload/ICC-GuidelineRevised-Approved.pdf)
The University Curriculum Council (UCC) website has information about: membership, meeting dates (agendas and minutes), Individual Course Committee, Programs Committee, Program Review Committee, and OCEAN (the curriculum management system at Ohio University)

https://www.ohio.edu/facultysenate/committees/ucc/

Other helpful information on the UCC website:

- General education courses
- Experimental courses
- Temporary courses
- Program relocation process
- Guidelines for programs, minors and certificates
- CCGS guidelines
- Process for offering approved undergraduate programs at other Ohio campuses
- Undergraduate and graduate semester programs
- Changes in program form
- Procedures for requesting a change in an academic program

**OCEAN 2.0** (Ohio Curriculum Enhancement and Approval Network) is used for new courses, course changes, new programs, and program changes.

https://webapps.ohio.edu/ocean/

**OCEAN 1.9** is used for new programs and program changes.

https://webapps-legacy.ohio.edu/ocean/dashboard

If you have any questions about curriculum guidelines, requirements, forms or process, please contact:

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