

# Graduate Curriculum Committee: Important Dates and Deadlines for Academic Year 2023-2024

Gain approval of Department Head and faculty, Department CC Rep, and other affected departments for all proposals. Dates and procedures vary with each department.

**As soon as you know a new program/course is being proposed, discussions with the following could lessen the time in the CIM workflow:** SLOs to the AVPAA for Assessment and Accreditation, revenue template to Budget Office, new or modified course descriptions to Catalog Description Reviewer, financial aid form to Director of Financial Aid, library assessment request to Library Representative, department heads of affected departments, committee representative, and/or Essential Learning Subcommittee Chair. Provided dates are approximate.

Workflow Deadline	Full Committee Meeting Date
Curriculum proposals must have completed all workflow steps through and including Executive Committee approval by noon	Curriculum committee meets to discuss and act on proposals
	9/6/2023
9/21/2023	10/4/2023
10/19/2023	11/1/2023
11/30/2023	12/6/2023
1/18/2023	1/31/2023
1/25/2024	2/7/2024
2/22/2024	3/6/2024
3/28/2024	4/3/2024

**For courses to appear during Spring 2024 registration (Fall 2024), course proposals must be approved during the November committee meeting.**

**CIM will close December 22, 2023.**

## Steps After Curriculum Committee Approval

- Meeting Minutes distributed to the committee for review - The committee then has one week to review the minutes and submit any corrections to lbessette@coloradomesa.edu - If no corrections, the minutes stand approved at noon, one week from distribution date and are sent to Faculty Senate.
- Faculty Senate receives the finalized minutes - Minutes will then be included on the next available consent agenda and then on the vote agenda approximately two weeks later (give or take for term breaks).
- VP of Academic Affairs acts on all proposals
- President acts on all proposals
- Board of Trustees acts on all proposals
- Colorado Dept of Higher Education acts on needed changes
- The Higher Learning Commission (HLC) acts on needed changes
- The Registrar's Office updates Banner and Degree Works with changes
- Curricular changes appear in University Catalog