Graduate Curriculum Committee: Important Dates and Deadlines for
Academic Year 2024-2025

Gain approval of Department Head and faculty, Department CC Rep, and other affected departments for
all proposals.

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.

<table>
<thead>
<tr>
<th>Workflow Deadline</th>
<th>Full Committee Meeting Date</th>
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<tbody>
<tr>
<td>Executive Committee Meeting Date Proposals must have completed all workflow steps</td>
<td>Curriculum Committee Meeting Date Discuss and act on proposals</td>
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<td>9/4/2024</td>
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<td>3/26/2025</td>
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For courses to appear during Spring 2025 registration (Fall 2025), course proposals must be approved
during the December committee meeting.

CIM will close December 20, 2024.

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