

Graduate Curriculum Committee: Important Dates and Deadlines for Academic Year 2018-2019

Dates and procedures vary with each department		Submission Deadline		Committee Meeting													
		Submission Deadline	Submission Deadline	Submission Deadline	Submission Deadline	Submission Deadline	Submission Deadline	Submission Deadline	Submission Deadline	Submission Deadline	Submission Deadline						
Submit and discuss materials with Department Head and Department CC Rep and other affected departments.		Proposals to add or change Essential Learning courses, materials must be submitted to khaas@coloradomesa.edu.	Submit proposal to GCC Chair (kheumann@coloradomesa.edu) for review. Proposals for new/changed course catalog descriptions must be submitted to Catalog Description Evaluator. Proposals for new programs or courses must be submitted to Library CC Rep. Proposals for new programs must be submitted to Director of Financial Aid and AVPA for Assessment and Accreditation.	Curriculum proposals due by Noon (submitted by email to kheumann@coloradomesa.edu)	Approx. date executive subcommittee meets to review proposals	Any initial issues and/or questions with proposals communicated to department	Departments address issues and send cleansed proposals via email (send to kheumann@coloradomesa.edu).	Agenda and proposals distributed to committee.	Graduate Curriculum Committee meets to discuss and act on proposals.	Minutes sent to Graduate Curriculum Committee for approval.	Graduate Curriculum Committee approves minutes via email by Noon. Minutes are sent to Faculty Senate by 5 p.m.	Faculty Senate receives minutes. (Faculty Senate approval is two weeks later.)	VP of Academic Affairs Acts on All Proposals	President Acts on Substantive Changes	Board of Trustees Acts on Substantive Changes	Colorado Dept of Higher Education Acts on Substantive Changes.	Curricular Changes Appear in University Catalog.
Thursday	Thursday	Thursday	Thursday	Thursday	Friday	Monday	Thursday	Wednesday*	Friday	Monday	Thursday	Dates are set by appropriate authorities.	Fall 2019				
N/A	8/16/2018	8/23/2018	8/30/2018	8/31/2018	9/3/2018	9/6/2018	9/12/2018	9/14/2018	9/17/2018	9/20/2018							
N/A	11/1/2018	11/8/2018	11/15/2018	11/16/2018	11/19/2018	11/22/2018	11/28/2018	11/30/2018	12/3/2018	12/6/2018							
N/A	1/17/2019	1/24/2019	1/31/2019	2/1/2019	2/4/2019	2/7/2019	2/13/2019	2/15/2019	2/18/2019	2/21/2019							
GCC will meet in Mar. only if agenda is not completed in Feb.								3/13/2019	3/15/2019	3/18/2019	3/16/2017						
No curriculum proposals are entertained at the April meeting.							4/4/2019	4/10/2019	4/12/2019	4/15/2019	4/18/2019						

Deadline to submit course changes that will appear in J-Term/spring course schedule.

8/16/2018

Deadline to submit program additions (and accompanying course additions) that will appear in the 2019-20 Catalog.

1/17/2019

Deadline to submit course changes that will appear in summer/fall course schedule.

1/17/2019

Deadline to submit program modifications and course additions that will appear in the 2019-20 catalog.

1/17/2019

*In the event that not all proposals are reviewed during a scheduled meeting, the committee will meet the following Wednesday.