

# Undergraduate Curriculum Committee: Important Dates and Deadlines for Academic Year 2017-2018

		Submission Deadline					Committee Meeting			
		Thursday	Thursday	Thursday	Wednesday	Friday	Monday	Thursday	Thursday	Thursday
Dates and procedures vary with each department	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 oroark@coloradomesa.edu.									
	Submit proposal to committee "buddy" to 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 DASL.									
	Curriculum proposals and Essential Learning Committee minutes due by Noon (submitted by email to UCC_Chair@coloradomesa.edu)									
	Approx. date executive subcommittee meets to review proposals									
	Any initial issues and/or questions with proposals communicated to department									
	Departments address issues via email (send to UCC_Chair@coloradomesa.edu)									
	Agenda and proposals distributed to committee.									
	Curriculum committee meets to discuss and act on proposals.									
	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.										
		No curriculum proposals are entertained at the August meeting.								
		8/17/2017      8/24/2017      8/31/2017      9/6/2017      9/7/2017      9/10/2017      9/21/2017      9/28/2017      10/12/2017								
		9/14/2017      9/21/2017      9/28/2017      10/4/2017      10/5/2017      10/8/2017      10/19/2017      10/26/2017      11/9/2017								
		9/28/2017      10/5/2017      10/12/2017      10/18/2017      10/19/2017      10/22/2017      11/2/2017      11/9/2017      11/23/2017								
		11/2/2017      11/9/2017      11/16/2017      11/22/2017      11/23/2017      11/26/2017      12/7/2017      12/14/2017      12/28/2017								
		12/14/2017      12/21/2017      12/28/2017      1/3/2018      1/4/2018      1/7/2018      1/18/2018      1/25/2018      2/8/2018								
		1/11/2018      1/18/2018      1/25/2018      1/31/2018      2/1/2018      2/4/2018      2/15/2018      2/22/2018      3/8/2018								
		1/25/2018      2/1/2018      2/8/2018      2/14/2018      2/15/2018      2/18/2018      3/1/2018      3/8/2018      3/22/2018								
		No curriculum proposals are entertained at the April meeting.					4/5/2018      4/12/2018      4/26/2018			
Dates are set by appropriate authorities.										
										Fall 2018
										Fall 2019

- Deadline to submit course modifications, additions, or deletions that will appear in J-Term/spring course schedule. 8/31/2017
  - Deadline to submit program additions (and accompanying course additions) that will appear in the 2018-19 Catalog. 12/28/2017
  - Deadline to submit course modification, additions, or deletions that will appear in summer/fall course schedule. 1/25/2018
  - Deadline to submit program modifications and course additions that will appear in the 2018-2019 catalog. 1/25/2018
- In the event that not all proposals are reviewed during a scheduled meeting, the committee will meet the following Thursday.