

Undergraduate Curriculum Committee: Important Dates and Deadlines for Academic Year 2020-2021

		Workflow Deadline	Committee Meeting										
Dates and procedures vary with each department	Gain approval of Department Head and faculty, Department CC Rep. and other affected departments for all proposals.	Curriculum proposals must have completed all workflow steps through and including Executive Committee approval by noon*	Agenda and proposals distributed to committee.	Curriculum committee meets to discuss and act on proposals**		Estimated date minutes distributed to the committee for review - The committee then has one week to review the minutes and submit any corrections to UCC_Chair@coloradomesa.edu - If no corrections, the minutes stand approved at noon, one week from distribution date	Estimated date 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 Substantive Changes	Board of Trustees Acts on Substantive Changes	Colorado Dept of Higher Education Acts on Substantive Changes.	Curricular Changes Appear in University Catalog.	
	Strongly recommended step to achieve all required approvals in time: As soon as you know a new program/course is being proposed, discussions with the following could lessen the time in CIM: SLOs to the AVPA 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.		Monday	Thursday	Thursday	Thursday	Monday	Monday	Dates are set by appropriate authorities.				Fall 2021
	No curriculum proposals entertained in August.				8/20/2020	8/27/2020	8/31/2020	9/7/2020					
	7/13/2020		9/10/2020	9/17/2020	9/24/2020	9/28/2020	10/5/2020						
	8/17/2020		10/8/2020	10/15/2020	10/22/2020	10/26/2020	11/2/2020						
	9/14/2020		11/5/2020	11/12/2020	11/19/2020	11/23/2020	11/30/2020						
	10/12/2020		11/19/2020	12/3/2020	12/10/2020	12/14/2020	12/21/2020						
	11/16/2020		1/14/2021	1/21/2021	1/28/2021	2/1/2021	2/8/2021						
	12/14/2020		2/11/2021	2/18/2021	2/25/2021	3/1/2021	3/8/2021						
	1/4/2021		2/20/2021	3/11/2021	3/18/2021	3/22/2021	3/29/2021						
No curriculum proposals entertained in March.		4/15/2021	4/22/2021	4/26/2021	5/3/2021								

*Deadline for program additions (and accompanying course additions) to have reached stage for committee review/vote to appear in the 2021-2022 Catalog. 1/14/2021

*Deadline for course changes to have reached stage for committee review/vote to appear in 2021 summer/fall course schedule. 2/11/2021

*Deadline for program modifications and course additions to have reached stage for committee review/vote to appear in the 2021-2022 catalog. 2/11/2021

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