

COURSE PROPOSAL WORKFLOW TIMELINE

FROM PROPOSAL SUBMISSION TO FINAL PROCESSING

STEP	WHAT HAPPENS	ESTIMATED TIMELINE	KEY NOTES/ POTENTIAL DELAYS
1	 PROPOSAL SUBMISSION (CIM) Proposal submitted in CIM and begins workflow review steps. Small Changes - do not affect any other courses or programs Significant Changes - affect other courses or programs New Courses - require additional workflow steps, such as Library Assessment and in-depth review of SLOs and the course description	 1 - 6 WEEKS* *SMALL 1-2 Weeks *SIGNIFICANT 3-6 weeks *NEW 3-6 weeks	POTENTIAL DELAYS  - Missing related proposals in CIM - Affects other courses - prerequisite - corequisite - Changes that affect programs - credit hours - semester offered - inactivations of classes on program sheets - Missing justifications & discussions
2	 EXECUTIVE COMMITTEE REVIEW Executive Committee meets monthly, typically ~2 weeks before the Full Committee meeting, to review proposals and identify questions or concerns. If follow-up is needed: - Committee chair contacts proposer and department representative - Delays in response can prevent proposal from moving forward and adds up to 4 weeks of a delay.	 Up to 4 WEEKS DELAY (if needed)	 POTENTIAL DELAY If proposer does not respond before the executive committee meeting, proposal will be delayed until the next month's meeting. Review will not begin until all related course and program proposals are in the Exec queue; proposals will be held if any required proposals are missing.
3	 FULL COMMITTEE REVIEW & VOTE Full Committee reviews and votes on the proposal. If approved: - Meeting minutes are created and distributed to committee reps & department heads. 1 week review period	 ~ 1 WEEK (review period)	POTENTIAL DELAY  If issues arise, proposal may be returned for revisions and could be delayed.
4	 FACULTY SENATE REVIEW Minutes are sent to Faculty Senate for approval. Faculty Senate meets twice monthly from September–May, except: December & May: One meeting March: One or two meetings, depending on Spring Break January: No meetings	 VARIABLE Based on Faculty Senate meeting schedule	 IMPORTANT DEADLINE Minutes must be submitted in advance of the Executive Faculty Senate meeting.  OUTCOME Proposal is formally approved by Faculty Senate
5	 COURSE PROCESSING (CIM → BANNER → CLSS)  Courses finish up workflow from CIM to Banner to CLSS  If there is a prerequisite  FYI - Degree Works Upgrade in February & June	~ 2 Weeks ~ 2 additional weeks 2-3 week PAUSE no processing	ADDITIONAL CONSIDERATIONS Peak Review Periods (Nov–Mar): Allow for additional processing time due to increased curriculum volume and Registrar workload. Summer/Fall Scheduling & Room Placement (February): No curriculum processing for ~2 weeks.
6	 ADDITIONAL APPROVALS (IF APPLICABLE) If a course is seeking Guaranteed Transfer Pathways (GTP) approval or requires another external approval.	 COULD TAKE MONTHS	 KEY NOTE May take several months for approval.



**ESTIMATED
TOTAL TIMELINE**



SIMPLE PROPOSALS
~ 4-8 WEEKS



COMPLEX PROPOSALS
~ 2-4 MONTHS

Additional/External Approvals
potentially several months longer

Timeline estimates are approximate & can vary based on complexity & response times, meeting schedules, & times of the academic year.

CIM = Course Inventory Management | CLSS = Courseleaf Section Scheduler