### Workflow Deadline

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

- 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 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. Provided dates are approximate.

### Committee Meeting

- 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, 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.

### Dates and procedures vary with each department

<table>
<thead>
<tr>
<th>Date</th>
<th>Wednesday</th>
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<th>Friday</th>
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<tbody>
<tr>
<td></td>
<td>No new proposals - GCC meets in March only if agenda is not complete in February.</td>
<td>3/3/2021</td>
<td>3/5/2021</td>
<td>3/12/2021</td>
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<td>No curriculum proposals entertained in March.</td>
<td>3/31/2021</td>
<td>4/7/2021</td>
<td>4/9/2021</td>
<td>4/16/2021</td>
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**Dates are set by appropriate authorities.**

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*Deadline for course changes to have reached stage for committee review/vote to be approved to appear in J-Term/spring course schedule.

*Deadline for program additions (and accompanying course additions) to have reached stage for committee review/vote to appear in the 2020-2021 Catalog.

*Deadline for course changes to have reached stage for committee review/vote to appear in 2020 summer/fall course schedule.

*Deadline for program modifications and course additions to have reached stage for committee review/vote to appear in the 2020-2021 catalog.

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

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Draft for UCC 4/12/17 Meeting