

**DRAFT Graduate Curriculum Committee: Important Dates and Deadlines for Academic Year 2016-2017 DRAFT**

		Submission Deadline						Committee Meeting							
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 (dcarpent@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 DASL.														
	Curriculum proposals due by Noon (submitted by email to dcarpent@coloradomesa.edu)	Thursday	Thursday	Thursday	Thursday	Friday	Monday	Thursday	Wednesday	Friday	Monday	Thursday			
	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 dcarpent@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.															
Dates and procedures vary with each department	Thursday	Thursday	Thursday	Thursday	Friday	Monday	Thursday	Wednesday	Friday	Monday	Thursday	Dates are set by appropriate authorities.	Fall 2017		
	N/A	8/25/2016	9/1/2016	9/8/2016	9/9/2016	9/12/2016	9/15/2016	9/21/2016	9/23/2016	9/26/2016	9/29/2016				
	N/A	10/13/2016	10/20/2016	10/27/2016	10/28/2016	10/31/2016	11/3/2016	11/9/2016	11/11/2016	11/14/2016	11/17/2016				
	N/A	1/26/2017	2/2/2017	2/9/2017	2/10/2017	2/13/2017	2/16/2017	2/22/2017	2/24/2017	2/27/2017	3/2/2017				
	GCC will meet on Mar. 1 only if agenda is not completed on Feb. 22.							3/1/2017	3/3/2017	3/6/2017	3/16/2017				
	No curriculum proposals are entertained at the April meeting.						4/6/2017	4/12/2017	4/14/2017	4/17/2017	4/20/2017				

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

9/1/2016

Deadline to submit program additions (and accompanying course additions) that will appear in the 2017-18 Catalog.

2/2/2017

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

2/2/2017

Deadline to submit program modifications and course additions that will appear in the 2017-2018 catalog.

2/2/2017

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