

Undergraduate Curriculum Committee: Important Dates and Deadlines for Academic Year 2016-2017

		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 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.											
	Minutes sent to Curriculum Committee for approval.											
	Curriculum Committee approves minutes. Minutes are sent to Faculty Senate											
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	Thursday	Tuesday	Wednesday	Thursday	Dates are set by appropriate authorities.
	No curriculum proposals are entertained at the August meeting.						8/18/2016	8/25/2016	8/30/2016	8/31/2016	9/1/2016	
	8/18/2016	8/25/2016	9/1/2016	9/8/2016	9/9/2016	9/12/2016	9/15/2016	9/22/2016	9/27/2016	9/28/2016	9/29/2016	
	9/22/2016	9/29/2016	10/6/2016	10/13/2016	10/14/2016	10/17/2016	10/20/2016	10/27/2016	11/1/2016	11/2/2016	11/3/2016	
	10/6/2016	10/13/2016	10/20/2016	10/27/2016	10/28/2016	10/31/2016	11/3/2016	11/10/2016	11/15/2016	11/16/2016	11/17/2016	
	11/3/2016	11/10/2016	11/17/2016	11/24/2016	11/25/2016	11/28/2016	12/1/2016	12/8/2016	12/13/2016	12/14/2016	12/15/2016	
	12/22/2016	12/29/2016	1/5/2017	1/12/2017	1/13/2017	1/16/2017	1/19/2017	1/26/2017	1/31/2017	2/1/2017	2/2/2017	
	1/19/2017	1/26/2017	2/2/2017	2/9/2017	2/10/2017	2/13/2017	2/16/2017	2/23/2017	2/28/2017	3/1/2017	3/2/2017	
	2/2/2017	2/9/2017	2/16/2017	2/23/2017	2/24/2017	2/27/2017	3/2/2017	3/9/2017	3/14/2017	3/15/2017	3/16/2017	
	No curriculum proposals are entertained at the April meeting.						4/6/2017	4/13/2017	4/18/2017	4/19/2017	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.

1/5/2017

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.