

## Undergraduate Curriculum Committee: Important Dates and Deadlines for Academic Year 2014-2015

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.												
	Proposals for new/changed course catalog descriptions must be submitted to Course 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.												
	Curriculum proposals and Essential Learning Committee minutes due by Noon to Academic Affairs Office (submitted by email to UCC_Chair@coloradomesa.edu)												
	Proposals sent to UCC subcommittees for review												
	Suggestions and corrections sent back to department curriculum rep and to department heads.												
	Departments resubmit revisions and corrections to Academic Affairs Office (submitted by email to UCC_Chair@coloradomesa.edu).												
	UCC Chair adds proposals to agenda and distributes agenda and proposals.												
	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 2015-2016 University Catalog.													
Dates and procedures vary with each department	Thursday	Thursday	Thursday	Friday	Friday	Tuesday	Thursday	Thursday	Tuesday	Wednesday	Thursday	Dates are set by appropriate authorities.	
	No curriculum proposals are entertained at August meeting.							8/21/2014	8/28/2014	9/2/2014	9/3/2014		9/4/2014
	8/21/2014	8/28/2014	9/4/2014	9/5/2014	9/12/2014	9/16/2014	9/18/2014	9/25/2014	9/30/2014	10/1/2014	10/2/2014		
	9/18/2014	9/25/2014	10/2/2014	10/3/2014	10/10/2014	10/14/2014	10/16/2014	10/23/2014	10/28/2014	10/29/2014	10/30/2014		
	10/9/2014	10/16/2014	10/23/2014	10/24/2014	10/31/2014	11/4/2014	11/6/2014	11/13/2014	11/18/2014	11/19/2014	11/20/2014		
	11/6/2014	11/13/2014	11/20/2014	11/21/2014	11/28/2014	12/2/2014	12/4/2014	12/11/2014	12/16/2014	12/17/2014	12/18/2014		
	12/18/2014	12/25/2014	1/1/2015	1/2/2015	1/9/2015	1/13/2015	1/15/2015	1/22/2015	1/27/2015	1/28/2015	1/29/2015		
	1/22/2015	1/29/2015	2/5/2015	2/6/2015	2/13/2015	2/17/2015	2/19/2015	2/26/2015	3/3/2015	3/4/2015	3/5/2015		
	2/5/2015	2/12/2015	2/19/2015	2/20/2015	2/27/2015	3/3/2015	3/5/2015	3/12/2015	3/17/2015	3/18/2015	3/19/2015		
	No curriculum proposals are entertained at April meeting.							4/2/2015	4/9/2015	4/14/2015	4/15/2015		4/16/2015
											Fall 2015		
											Fall 2016		

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

9/4/2014

Deadline to submit proposals to switch Applied Studies classes to Essential Learning category.

12/18/2014

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

2/5/2015

Deadline to submit program additions and changes and course additions that will appear in the 2015-2016 catalog.

2/5/2015