

Undergraduate Curriculum Committee: Important Dates and Deadlines for Academic Year 2015-2016

		Submission Deadline						Committee Meeting														
		Thursday	Thursday	Thursday	Thursday	Friday	Monday	Thursday	Thursday	Tuesday	Wednesday	Thursday										
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.																					
	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											
	No curriculum proposals are entertained at the August meeting.						8/20/2015	8/27/2015	9/1/2015	9/2/2015	9/3/2015											
	8/20/2015	8/27/2015	9/3/2015	9/10/2015	9/11/2015	9/14/2015	9/17/2015	9/24/2015	9/29/2015	9/30/2015	10/1/2015											
	9/17/2015	9/24/2015	10/1/2015	10/8/2015	10/9/2015	10/12/2015	10/15/2015	10/22/2015	10/27/2015	10/28/2015	10/29/2015											
	10/8/2015	10/15/2015	10/22/2015	10/29/2015	10/30/2015	11/2/2015	11/5/2015	11/12/2015	11/17/2015	11/18/2015	11/19/2015											
	11/5/2015	11/12/2015	11/19/2015	11/26/2015	11/27/2015	11/30/2015	12/3/2015	12/10/2015	12/15/2015	12/16/2015	12/17/2015											
	12/24/2015	12/31/2015	1/7/2016	1/14/2016	1/15/2016	1/18/2016	1/21/2016	1/28/2016	2/2/2016	2/3/2016	2/4/2016											
	1/21/2016	1/28/2016	2/4/2016	2/11/2016	2/12/2016	2/15/2016	2/18/2016	2/25/2016	3/1/2016	3/2/2016	3/3/2016											
	2/4/2016	2/11/2016	2/18/2016	2/25/2016	2/26/2016	2/29/2016	3/3/2016	3/10/2016	3/15/2016	3/16/2016	3/17/2016											
	No curriculum proposals are entertained at the April meeting.						4/7/2016	4/14/2016	4/19/2016	4/20/2016	4/21/2016											
Dates are set by appropriate authorities.											Fall 2016	Fall 2017										

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

9/3/2015

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

2/4/2016

Deadline to submit program additions and changes and course additions that will appear in the 2016-2017 catalog.

2/4/2016