

Undergraduate Curriculum Committee: Important Dates and Deadlines for Academic Year 2019-2020

Gain approval of Department Head and faculty, Department CC Rep, and other affected departments for all proposals.		Workflow Deadline	Committee Meeting			
<p>Strongly recommended step to achieve all required approvals in time: Send appropriate components/details pre-approval parties for review and approval prior to submission in the system at least two months in advance. This can include, but may not necessarily be limited to 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.</p>		Curriculum proposals must have completed all workflow steps through and including Executive Committee approval by noon *	Curriculum committee meets to discuss and act on proposals**			
<p>Estimated date minutes distributed to the committee for review - The committee then has one week to review the minutes and submit any corrections to UCC_Chair@coloradomesa.edu - If no corrections, the minutes stand approved at noon, one week from distribution date</p>		<p>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)</p>				
VP of Academic Affairs Acts on All Proposals		VP of Academic Affairs Acts on All Proposals				
President Acts on Substantive Changes		President Acts on Substantive Changes				
Board of Trustees Acts on Substantive Changes		Board of Trustees Acts on Substantive Changes				
Colorado Dept of Higher Education Acts on Substantive Changes.		Colorado Dept of Higher Education Acts on Substantive Changes.				
Curricular Changes Appear in University Catalog.		Curricular Changes Appear in University Catalog.				
Dates and procedures vary with each department	Monday	Thursday	Thursday	Thursday	Monday	Monday
	No curriculum proposals entertained in August.		8/15/2019	8/22/2019	8/26/2019	9/2/2019
	7/15/2019	9/12/2019	9/19/2019	9/26/2019	9/30/2019	10/7/2019
	8/12/2019	10/10/2019	10/17/2019	10/24/2019	10/28/2019	11/4/2019
	9/2/2019	10/31/2019	11/7/2019	11/14/2019	11/18/2019	11/25/2019
	9/30/2019	11/28/2019	12/5/2019	12/12/2019	12/16/2019	12/23/2019
	11/11/2019	1/9/2020	1/16/2020	1/23/2020	1/27/2020	2/3/2020
	12/16/2019	2/13/2020	2/20/2020	2/27/2020	3/2/2020	3/9/2020
	12/30/2019	2/27/2020	3/5/2020	3/12/2020	3/16/2020	3/23/2020
No curriculum proposals entertained in March.		4/2/2020	4/9/2020	4/13/2020	4/20/2020	
Dates are set by appropriate authorities.						
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*Deadline for program additions (and accompanying course additions) to have reached stage for committee review/vote to appear in the 2020-2021 Catalog. 1/9/2020

*Deadline for course changes to have reached stage for committee review/vote to appear in 2020 summer/fall course schedule. 2/13/2020

*Deadline for program modifications and course additions to have reached stage for committee review/vote to appear in the 2020-2021 catalog. 2/13/2020

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