

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

Gain approval from other program faculty and the Director of Instruction for all proposals.		Workflow Deadline	Committee Meeting								
<p><b>Strongly recommended step to achieve all required approvals in time:</b> Send appropriate components/details pre-approval parties for review and approval <b>prior to submission in the system at least two months in advance</b>. 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*	Agenda and proposals distributed to committee.	Curriculum committee meets to discuss and act on proposals**	Estimated date minutes distributed to the committee for review - The committee then has one week to review the minutes and submit any corrections to committee secretary - If no corrections, the minutes stand approved at noon, one week from distribution date	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)	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.
In advance of beginning pre-approval process	Friday	Tuesday	Tuesday	Tuesday	Wednesday	Wednesday	Dates are set by appropriate authorities.				
	No curriculum proposals entertained in August.		8/6/2019	8/13/2019	8/15/2019	8/22/2019					
	6/29/2019	8/27/2019	9/3/2019	9/10/2019	9/12/2019	9/19/2019					
	8/3/2019	10/1/2019	10/8/2019	10/15/2019	10/17/2019	10/24/2019					
	8/31/2019	10/29/2019	11/5/2019	11/12/2019	11/14/2019	11/21/2019					
	9/28/2019	11/26/2019	12/3/2019	12/10/2019	12/12/2019	12/19/2019					
	11/2/2019	12/31/2019	1/7/2020	1/14/2020	1/16/2020	1/23/2020					
	11/30/2019	1/28/2020	2/4/2020	2/11/2020	2/13/2020	2/20/2020					
	12/28/2019	2/25/2020	3/3/2020	3/10/2020	3/12/2020	3/19/2020					
	No curriculum proposals entertained in March.		4/7/2020	4/14/2020	4/16/2020	4/23/2020					

\*Deadline for course changes to have reached stage for committee review/vote to be approved to appear in J-Term/spring course schedule. 8/27/2019

\*Deadline for program additions (and accompanying course additions) to have reached stage for committee review/vote to appear in the 2020-2021 Catalog. 12/31/2019

\*Deadline for course changes to have reached stage for committee review/vote to appear in 2020 summer/fall course schedule. 1/28/2020

\*Deadline for program modifications and course additions to have reached stage for committee review/vote to appear in the 2020-2021 catalog. 1/28/2020

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