

# Curriculum Approval Timeline

## For 2023-24 Catalog

### July

July 1, 2022 – Completed curriculum proposals and cosmetic changes to Assessment/Registrar

July 1-30, 2022 – Assessment/Registrar review proposals (*review for all required items, collect missing items, review proposals for mechanical accuracy, return inaccurate proposals for correction, summarize proposals, scan proposals to pdf, enter navigation bookmarks in pdf, post summary and proposals to Curriculum Committee web page*)

### August

August, 2022 – General Education Committee (*Reviews proposals for new general education courses*)

August 9, 2022 – Curriculum Committee Agenda & Proposals posted on web for committee review

August 23, 2022 – Curriculum Committee (*New Program Proposals & Letters of Notification requiring ADHE Coordinating Board Approval must be approved at this meeting to complete approval process prior to go live of catalog*)

### September

September, 2022 – Teacher Education Council (*Approves proposals for teacher education programs*)

September 13, 2022 – Faculty Senate approves proposals from August CC

September 13, 2022 – Curriculum Committee Agenda & Proposals posted on web for committee review

September 20, 2022 – Graduate Council (*New Program Proposals & Letters of Notification requiring ADHE Coordinating Board Approval must be approved at this meeting to complete approval process prior to go live of catalog*)

September, 2022 – Cosmetic Changes Round #1 posted on web for faculty review

September 27, 2022 – Curriculum Committee (*Course addition/deletion/modification of existing courses and program modification of existing programs*)

## October

October 1, 2022 – Board of Trustees Agenda deadline (*New Program Proposal and Letter of Notification*)

October 11, 2022 – Faculty Senate approves proposals from September CC

October 11, 2022 – Curriculum Committee Agenda & Proposals posted on web for committee review

October 20, 2022 – Board of Trustees (*Approves New Program Proposal and Letter of Notification*)

October 18, 2022 – Graduate Council (*Course addition/deletion/modification of existing courses and program modification of existing programs*)

October 25, 2022 – Curriculum Committee (*Curriculum Proposals requiring Teacher Education Council or General Education Committee Approval*)

## November

November 1, 2022 - ADHE Agenda deadline (*New Program Proposal and Letter of Notification*)

November 8 2022 – Faculty Senate approved proposals from October CC

November 8, 2022 – Curriculum Committee Agenda & Proposals posted on web for committee review

November 15, 2022 - Graduate Council (*Course addition/deletion/modification of existing courses and program modification of existing programs*)

November, 2022 – Cosmetic Changes Round #2 posted on web for faculty review

November 22, 2022 – Curriculum Committee (*Course addition/deletion/modification of existing courses and program modification of existing programs*)

## December

December, 2022 – Faculty Senate approves proposals from November CC

December, 2022 – Board of Trustees (*Approves curriculum items not on October agenda*)

December 1, 2022 – January 30, 2023 – Banner update for all curriculum proposals & cosmetic changes

## January

January, 2023 – ADHE Coordinating Board approves New Program Proposals and ADHE Director approves Letter of Notification

January 3-31, 2023 – Finish Banner update for all curriculum proposals & cosmetic changes

## February

February 1-28, 2023 – Academic departments enter 2023 summer, fall, & winter intersession schedule of courses in Banner

February 1-28, 2023 – 2023-24 Catalog proofed for accuracy

February, 2023 – College and/or Department Curriculum Committee (*Review curriculum for changes for 2024-25 Catalog; consult Assessment prior to developing proposals*)

February 20, 2023 – MARCOMM produces 2023-24 Catalog pages

## March

March 1, 2023 – 2023-24 Catalog Go Live

March, 2023-August, 2023 – Freshman Registration begins

March, 2023-August, 2023 – Returning Student and Transfer Student Registration begins

March, 2023 – College and/or Department Curriculum Committee (*Review curriculum for changes for 2024-25 Catalog; consult Assessment prior to developing proposals; prepare White Paper for April deadline; and prepare curriculum proposal forms*)

## April

April 1, 2023 – Vice President for Academic Affairs approves White Paper

April 15, 2023 – President approves White Paper

April, 2023 – College and/or Department Curriculum Committee (*Review curriculum for changes for 2024-25 Catalog; consult Assessment prior to developing proposals; and prepare curriculum proposal forms*)

## May

May, 2023 – College and/or Department Curriculum Committee (*Review curriculum for changes for 2024-25 Catalog; consult Assessment prior to developing proposals; and prepare curriculum proposal forms*)

## June

June, 2023 – Departments send curriculum proposal forms to their faculty for review