

Curriculum Approval Timeline

For 2024-25 Catalog

July

July 1, 2023 – Completed curriculum proposals and cosmetic changes to Assessment/Registrar

July 1-30, 2023 – 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, 202 – General Education Committee (*Reviews proposals for new general education courses*)

August 8, 2023 – Curriculum Committee Agenda & Proposals posted on web for committee review

August 22, 2023 – 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, 2023 – Teacher Education Council (*Approves proposals for teacher education programs*)

September 12, 2023 – Faculty Senate approves proposals from August CC

September 12, 2023 – Curriculum Committee Agenda & Proposals posted on web for committee review

September 19, 2023 – 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, 2023 – Cosmetic Changes Round #1 posted on web for faculty review

September 26, 2023 – Curriculum Committee (*Course addition/deletion/modification of existing courses and program modification of existing programs*)

October

October 1, 2023 – Board of Trustees Agenda deadline (*New Program Proposal and Letter of Notification*)

October 10, 2023 – Faculty Senate approves proposals from September CC

October 10, 2023 – Curriculum Committee Agenda & Proposals posted on web for committee review

October __, 2023 – Board of Trustees (*Approves New Program Proposal and Letter of Notification*)

October 17, 2023 – Graduate Council (*Course addition/deletion/modification of existing courses and program modification of existing programs*)

October 24, 2023 – 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 14, 2023 – Faculty Senate approved proposals from October CC

November 14, 2023 – Curriculum Committee Agenda & Proposals posted on web for committee review

November 21, 2023 - Graduate Council (*Course addition/deletion/modification of existing courses and program modification of existing programs*)

November, 2023 – Cosmetic Changes Round #2 posted on web for faculty review

November 28, 2023 – Curriculum Committee (*Course addition/deletion/modification of existing courses and program modification of existing programs*)

December

December, 2023 – Faculty Senate approves proposals from November CC

December, 2023 – Board of Trustees (*Approves curriculum items not on October agenda*)

December 1, 2023 – January 30, 2024 – Banner update for all curriculum proposals & cosmetic changes

January

January, 2024 – ADHE Coordinating Board approves New Program Proposals and ADHE Director approves Letter of Notification

January 2-31, 2024 – Finish Banner update for all curriculum proposals & cosmetic changes

February

February 1-29, 2024 – Academic departments enter 2024 summer, fall, & winter intersession schedule of courses in Banner

February 1-29, 2024 – 2024-25 Catalog proofed for accuracy

February, 2024 – College and/or Department Curriculum Committee (*Review curriculum for changes for 2025-26 Catalog; consult Assessment prior to developing proposals*)

February 19, 2024 – MARCOMM produces 2024-25 Catalog pages

March

March 1, 2024 – 2024-25 Catalog Go Live

March, 2024-August, 2024 – Freshman Registration begins

March, 2024-August, 2024 – Returning Student and Transfer Student Registration begins

March, 2024 – College and/or Department Curriculum Committee (*Review curriculum for changes for 2025-26 Catalog; consult Assessment prior to developing proposals; prepare White Paper for April deadline; and prepare curriculum proposal forms*)

April

April 1, 2024 – Vice President for Academic Affairs approves White Paper

April 15, 2024 – President approves White Paper

April, 2024 – College and/or Department Curriculum Committee (*Review curriculum for changes for 2025-26 Catalog; consult Assessment prior to developing proposals; and prepare curriculum proposal forms*)

May

May, 2024 – College and/or Department Curriculum Committee (*Review curriculum for changes for 2025-26 Catalog; consult Assessment prior to developing proposals; and prepare curriculum proposal forms*)

June

June, 2024 – Departments send curriculum proposal forms to their faculty for review