

# Curriculum Proposal and Review Timeline

## **5 Year Review (for courses), Course Modifications, and New Courses – Due May 31<sup>st</sup> for the following year's catalog<sup>1</sup>**

Complete<sup>2</sup> course proposals must be submitted by May 31<sup>st</sup> and will be placed on the agenda for the Educational Design Committee (EDC), the following fall semester. The courses will be logged in the order received.

## **New Certificates, Degrees, or Majors – Due May 31<sup>st</sup> for the following year's catalog**

Complete proposals for new certificates and degrees must be submitted by May 31<sup>st</sup>. All courses associated with the new certificates, degrees, or majors must be submitted prior to or at the same time as the applications.

## **Review Process**

Once a proposal has been reviewed by EDC an e-mail will be sent to the proposal author with a copy sent to the Dean, Associate Dean, and Department Chair indicating one of the following:

- The proposal has been approved or approved minor
- The proposal is pending
- The proposal has been placed on hold
- The proposal is tabled

## **Approved or Approved Minor Status**

For proposals that have been approved, no further communication is necessary from the proposal author. The proposal will be processed appropriately by the Instruction Office. Please be advised that new proposals, some proposal modifications, and new degrees and certificates must also be approved by the Curriculum and Instruction Council and by the Academic Senate.

## **Pending Status**

For proposals that are pending, the Curriculum Liaison will communicate with the proposal author, with a copy sent to the Dean, Associate Dean, and Department Chair, the recommendations of EDC. The proposal author will have 30 days<sup>3</sup> to respond to the recommendations via e-mail. Generally, an appropriate and thoughtful response from the proposal author will result in the proposal being placed on the next EDC agenda as a consent or information item.

If the proposal author does not respond within 30 days, the proposal will be returned to the Dean, in stage 3, for follow-up with the author and a notation in WebCMS that failure to return a revised proposal in two weeks could result in the inability to offer the proposal. Proposals must be resubmitted, which may result in placement on the EDC agenda according to the new resubmission date. All committee recommendations and concerns must be addressed when resubmitted or the proposal will be returned.

## **Hold Status**

For proposals that are on hold, the Curriculum Liaison will communicate with the proposal author, with a copy sent to the Dean, Associate Dean, and Department Chair, the recommendations of EDC. The proposal author will have 30 days<sup>4</sup> to respond to the recommendations via e-mail. Generally, an appropriate and thoughtful response from the proposal author will result in the proposal being placed on the next EDC agenda as a review item.

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<sup>1</sup> For example: Course submission by 31 May 2025 is for the 2026-2027 catalog

<sup>2</sup> Complete course proposals include updating Distance Learning Amendments.

<sup>3</sup> Response times are effective only during the fall and spring semesters

<sup>4</sup> Response times are effective only during the fall and spring semesters

If the proposal author does not respond within 30 days, the proposal will be returned to the Dean for follow-up with the author and a notation in WebCMS that failure to return a revised proposal in two weeks could result in the inability to offer the proposal. Proposals must be resubmitted, which may result in placement on the EDC agenda according to the new resubmission date. All committee recommendations and concerns must be addressed when resubmitted or the proposal will be returned.

### **Tabled Status**

For proposals that are tabled, the Curriculum Liaison will communicate with the proposal author, with a copy sent to the Dean, Associate Dean, and Department Chair, the outcomes of EDC. Proposals are tabled if it is waiting for a program to which it belongs, requisite, proposal variation, or an issue that is out of control of the author.

Proposals that are removed from WebCMS must be resubmitted and will be placed on the EDC agenda in the order received.

### **Communication regarding the status of courses**

Every year during the winter intersession, the Instruction Office will distribute a list of courses that are overdue. This list will include upcoming due dates, will serve as an alert to faculty and Divisions of any overdue courses, and will list consequences for delinquent courses.

### **Courses in which no follow-up was received**

~~Courses that have not been reviewed and approved within a period of 6 years of the last approval date will be inactivated and removed from the College catalog. The only way that these courses can be offered again is to submit them as new courses. The deadline for the submission of new courses is May 31<sup>st</sup>.~~

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Approved by EDC 27 September 2022