TO: Department/School Heads
Department/School Administrators
DUS, DGS, Program Chairs

FROM: Holley Locher

DATE: 9 July 2015

RE: 2015-2016 Collegiate Curriculum Schedule

The CDes Curriculum Committee will follow the 2015-2016 CDes Collegiate Curriculum Schedule. This memo and the accompanying document are intended to give guidance to departments, schools, and programs in shepherding proposals and changes to courses and programs requiring collegiate approval.

The committee will meet twice each semester.

- To allow time for thorough review of materials, established deadlines will be firm. As such, it is recommended that proposals be submitted to WorkFlow Gen at least one week in advance of the deadline to allow adequate time for system routing.
- Programs with materials for action should send a representative who can provide clarification or answer questions that arise. No representative is needed for information items.
- Advance copies of agendas as well as the notes of each meeting will be available on the website to keep you apprised of topics and action impacting your area.
- Adequate time is scheduled for your faculty to vote internally on any changes or proposals. Please build your internal schedule backward accordingly, as lack of planning creates unnecessary “emergencies” for the chair, staff, and committee.

Significant program changes or new program proposals should plan on two submissions.

- A preliminary approval will be considered at the October meeting (feedback, suggestions for revision).
- Review for final approval will occur at the February meeting (to enable recruitment for the following year’s class).

The committee will receive the following information items, though collegiate approval is not required:

- Topics courses.

As always, the Dean’s office remains available for questions, to assist you in any way with these processes and to receive your feedback.
2015-2016 CDes Collegiate Curriculum Schedule
9 July 2015 (PROPOSED)

**Fall Semester**

October 2
due to Dean’s Office and entered in ECAS:
• Course proposals/changes for Spring 2016 (final deadline)
• Program changes (maintenance changes)
• Informational items

Week of October 19*
Meeting of CDes Curriculum Committee

Week of October 26*
Recommendations forwarded to faculty vote

October 30
due to Dean’s Office and entered in ECAS:
• Course proposals/changes for May and Summer 2016
• Course proposals/changes for Fall 2016
• Program changes (maintenance changes)
• Preliminary program changes/proposals for Fall 2017 (significant change/new program)
• Informational items
• Other business

Week of November 16*
Meeting of CDes Curriculum Committee

Week of November 23*
Recommendations forwarded to faculty vote

**Spring Semester**

February 12
due to Dean’s Office and entered in ECAS:
• Course proposals/changes for Spring 2016 (final deadline)
• Course proposals/changes for Fall 2016 (final deadline)
• Program proposals/changes for Fall 2017 (final deadline)
• Program changes (maintenance changes)
• Informational items

Week of February 29*
Meeting of CDes Curriculum Committee

Week of March 7*
Recommendations forwarded to faculty vote

March 25
due to Dean’s Office and entered in ECAS:
• Course proposals/changes for Spring 2017
• Program changes (maintenance changes)
• Informational items
• Other business

Week of April 11*
Meeting of CDes Curriculum Committee

Week of April 18*
Recommendations forwarded to faculty vote

Relevant forms are available on the share drive in the Deans outbox, under Curriculum Policy.

* Anticipated dates; actual dates will depend on committee members’ calendar availability.