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October 17, 2017

TO: Department Chairs, Associate Deans, and Deans

FROM: Chevelle Newsome
            Dean for Graduate Studies and Acting Dean for Undergraduate Studies

RE: Extension of Approval Deadlines for inclusion in the 2018-2019 Catalog

We continue to aim for a March 1 publication date for the 2018-2019 catalog. However, with the implementation timelines for Executive Order 1100 Revised and 1110, we are extending the approval deadlines to allow faculty a few more weeks to work through the curricular revisions.

Course and program changes continue to be reviewed and approved through the university curriculum review process. After departmental and college-level reviews, the various curriculum subcommittees of the Faculty Senate review and make recommendations related to the creation and modification of courses and academic programs. The Master Calendar of Deadlines can be found at: http://www.csus.edu/acaf/calendars/. The calendar provides deadlines for submission of course and program proposals to Academic Affairs to be posted on our website and then reviewed at the designated meeting of the Curriculum Subcommittee. Those deadlines are for review, only, and do not guarantee approval or implementation dates.

Below are approval deadlines for Course Proposals and Program Proposals for the **2018-2019 catalog**. Program and course change proposals that are not approved by the catalog deadline will be implemented in the following catalog (2019-2020).

The approval deadlines for inclusion in the 2018-2019 catalog will be **February 1, 2018**. This allows for any programs that the Faculty Senate may request revisions to be updated by the Department Chairs during the winter break. Other approval deadlines are noted below.

APPROVAL DEADLINES

In order to ensure we meet the deadlines for publication of the University catalog, the following are the approval deadlines for the 2018-2019 course and program changes:

- **For 2018-2019 catalog:** All course and program changes must be <u>approved</u> by <u>all</u> appropriate bodies (Curriculum Subcommittee, Senate Executive, full Faculty Senate, and the President) no later than <mark>February 1, 2018</mark> (November 28 Curriculum Subcommittee meeting).

Course Proposals Approved During Fall 2017

If approved course proposals meet the following deadlines, they will be effective in the 2018-2019 catalog:

- **CMS Entry Only for Spring 2018**: New and Course Change Proposals must be approved no later than <u>October 27, 2017</u> (October 24, 2017 Curriculum Subcommittee meeting).

- **Experimental Courses – CMS Entry Only for Spring 2018:** New Experimental Course Proposals must be approved no later than <u>October 27, 2017</u>. (Must be received in Academic Affairs on or before October 24, 2017).

- **For 2018-2019 catalog:** must be approved no later than <mark>February 1, 2018</mark> (November 28, 2017 subcommittee meeting).

Program Proposals Approved During Fall 2017

- **For 2018-2019 catalog:** Must be <u>approved</u> by <u>all</u> appropriate bodies no later than <mark>February 1, 2018</mark> (November 28, 2017 subcommittee meeting).
  - <u>All</u> program proposals approved <u>after</u> February 1, 2018 will be forwarded for inclusion in the 2019-2020 catalog.

Course Proposals Approved During Spring 2018

If approved course proposals meet the following deadlines, they will be effective in the 2019-2020 catalog:

- **CMS Entry Only for Fall 2018**: New and Course Change Proposals must be approved no later than <u>March 16, 2018</u> (March 13, 2018 Curriculum Subcommittee meeting). These course approvals will be in the catalog for 2019-2020.

- **Experimental Courses – CMS Entry Only for Fall 2018:** New Experimental Course Proposals must be approved no later than <u>March 13, 2018</u>.

- **CMS Entry Only for Spring 2019:** New and Course Change Proposals must be approved no later than <u>March 16, 2018</u> (March 13, 2018 Curriculum Subcommittee meeting; March 29, 2018 Senate meeting).

- **Experimental Courses – CMS Entry for Spring 2019:** New Experimental Course Proposals must be approved no later than <u>March 13, 2018</u>. (Must be received in Academic Affairs on or before March 6, 2018).

<u>Program Proposals Approved During Spring 2018</u>

- <u>All</u> program proposals approved <u>after</u> February 1, 2018 will be forwarded for inclusion in the 2019-2020 catalog.

<u>Advanced Planning</u>

- **For 2019-2020 catalog:** We are projecting that all program and course proposals must be <u>approved</u> by <u>all</u> appropriate bodies no later than <u>November 9, 2018</u> (November 6, 2018 subcommittee meeting; December 6, 2018 Senate meeting).
  - <u>All</u> program proposals approved <u>after</u> November 9, 2018 will be forwarded for inclusion in the 2020-2021 catalog.

Attending the meetings of the Curriculum Subcommittee, General Education Curriculum Review Subcommittee, and/or the Council for the Preparation of School Personnel when your proposals are under review is also helpful to maintaining an efficient review process. Academic Affairs, in collaboration with the Faculty Senate, are continuing to work to implement the online curriculum review project.

Information related to committee meetings, lists of courses under committee review, and deadlines for responses are posted at:
http://www.csus.edu/acse/Subcommittees/Curriculum%20Subcommittee.html

Department Chairs are responsible for reviewing the course and program proposal listings and are welcome to attend any curriculum subcommittee meetings during which proposals that impact their departments will be discussed. If you have any questions, please feel free to contact Kaitlyn Ehrmantrout, our catalog editor, or Janett Torset, our catalog and curriculum workflow analyst. Both can be reached at: catalog@csus.edu