

**Curriculum Development --New Program/Program Revision Processes
with Deadlines for 2024-2025 Catalog**

	Steps	New Program				Program Revision			Academic Pathway Program
Proposal	Creation	Faculty Originator <i>Launch by October 6, 2023</i>				Faculty Originator- <i>Launch by October 6, 2023</i>			Instructional Support <i>Launched by December, 2023</i>
	Approval	Academic & Student Affairs Council (Career/Professional)		School Dean (Transfer)					Only if Changes are required--
	Date	<i>Approved on or before November 10, 2023</i>		<i>Approved on or before November 10, 2023</i>					
Curriculum	Environmental Scanning	Institutional Research							Approvals--
	Program Proposal/Institutional Capacity Assessment	Originator Director of Transfer & Articulation Services Department Head/Program Director Associate Dean							Director of Curriculum Development & Assessment Director of Transfer & Articulation Services Department Heads/Program Directors for Pathway <i>Approval by January 5, 2024</i>
	4 Year Institution Benchmarking/ Confirmation of Interest and/or Curriculum Development	Originator Director of Curriculum Development and Assessment Director of Curriculum Management Director of Transfer & Articulation Services Department Head/Program Director Associate Dean							
Approvals of curriculum	Career/Professional Programs and Transfer Programs	Department Head	Dean	Curriculum Approval Team**	Provost	Department Head	Dean	Curriculum Approval Team**	Curriculum Team
		Approved on or before November 10, 2023	Approved on or before November 21, 2023	Approved on or before December 8, 2023	Approved on or before December 19, 2023	Approved on or before November 10, 2023	Approved on or before November 21, 2023	Approved on or before December 8, 2023	Approved on or before January 26, 2024
Systems	4 Year College – Notification of change Transfer Programs	Director of Transfer & Articulation Services				Director of Transfer & Articulation Services			Dean
	Decision Implementation								Approved on or before February 1, 2024
	Systems Updating & Final Review/Approval	Registrar’s Office Curriculum Support (Systems work in preparation for the 2024-2025 online catalog production-January/February, 2024)				Registrar’s Office Curriculum Support (Systems work in preparation for the 2024-2025 online catalog production-January/February, 2024)			Registrar’s Office Curriculum Support (Systems work in preparation for the 2024-2025 online catalog production-January/February, 2024)

****Curriculum proposals are due two weeks prior to each Curriculum Approval Team meeting (proposals should reach the Team's step two weeks prior to each meeting)**