

**Curriculum Development --New Program/Program Revision Processes
with Deadlines for 2020-21 Catalog**

	Steps	New Program				Program Revision			Academic Pathway Program	Program Discontinuation	
Proposal	Creation	Faculty Originator <i>Launch between July and August 30</i>				Faculty Originator- <i>Launch by October 4, 2019</i>			Instructional Support <i>Launched by Jan XX, 2020</i>	Faculty Originator <i>Launch by October 4, 2019</i>	
	Approval	Deans' Council (Career/Professional)		School Dean (Transfer)					Only if Changes are required--	School Meeting Decision	Program Discontinuation Team Decision*
	Date	<i>Approved on or before October 4, 2019</i>		<i>Approved on or before October 4, 2019</i>						<i>Approved on or before October 17, 2018</i>	<i>Approved on or before November 1, 2019 *If disagreement between Department and Dean</i>
Curriculum	Environmental Scanning	IRP							Approvals--		
	Program Proposal/Institutional Capacity Assessment	Originator Transfer/Articulation Coordinator Department Head Associate Dean							Curriculum Specialist Transfer/Articulation Coordinator Department Heads for Pathway <i>Approval by January 29, 2020</i>		
	4 Year Institution Benchmarking/ Confirmation of Interest and/or Curriculum Development	Originator Curriculum Specialist Transfer/Articulation Coordinator Department Head Associate Dean									
Approvals of curriculum	Career/Professional Programs and Transfer Programs	Department Head	Associate Dean	Curriculum Approval Team**	Provost/President	Department Head	Associate Dean	Curriculum Approval Team**	Curriculum Team	Provost/President-	
		<i>Approved on or before November 1, 2019</i>	<i>Approved on or before November 8, 2019</i>	<i>Approved on or before December 6, 2019</i>	<i>Approved on or before December 20, 2019</i>	<i>Approved on or before November 19, 2019</i>	<i>Approved on or before December 4, 2019</i>	<i>Approved on or before December 20, 2019</i>	<i>Approved on or before February XX, 2020</i>	<i>Approved on or before December 4, 2019 Programs are taken off application once decision is made</i>	
Systems	4 Year College – Notification of change Transfer Programs	Transfer/Articulation Coordinator				Transfer/Articulation Coordinator			Associate Dean	Transfer/Articulation Coordinator	
	Decision Implementation								<i>Approved on or before January XX, 2020</i>	Program Discontinuation Team Department Head Associate Dean Others as needed	
	Systems Updating & Final Review/Approval	Registrar's Office Instructional Support Office (Systems work in preparation for the 2020-2021 online catalog production- January/February, 2020)				Registrar's Office Instructional Support Office (Systems work in preparation for the 2020-2021 online catalog production-January/February, 2020)			Registrar's Office IS Office (Systems work in preparation for the 2020-2021 online catalog production-	Registrar's Office Instructional Support Office	

***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)*