

Curriculum Committee

* Important Dates and Deadlines 2024 *

Curriculum Committee Meeting Dates			
Spring 2024	January 29	March 18	
	February 5	April 15	
	March 4	May 6	
Fall 2024	August 19	October 7	November 18
	September 16	October 21	December 2
	<i>September 30 (if needed)</i>	November 4	
Projected Spring 2025	February 3 · March 3 · March 17 · April 7 · April 21 · May 5		

Spring 2024: Faculty Priorities and Curriculum Schedule						
JANUARY (2024)	FEBRUARY (2024)	MARCH (2024)	APRIL (2024)	MAY (2024)	JUNE (2024)	JULY (2024)
<p><i>Course/Program Impact Report published/distributed (24-25 Catalog)</i></p> <p><i>2024 5-yr Review List published (Revisions applicable to 25-26 catalog)</i></p> <p>↓</p> <p><i>Faculty begin submissions for 25-26 Catalog</i></p>			<p>Fall 2024 Schedule goes LIVE in MyShasta</p>	<p>24-25 Catalog Finalized</p>	<p>Faculty off-contract</p> <p>Office of Instruction still accepting submissions for 25-26 Catalog</p>	<p>Faculty off-contract</p> <p>Office of Instruction still accepting submissions for 25-26 Catalog</p> <p>AO submits CORs for UC Transfer. (Must be UC Transfer approved before they can be submitted for CalGETC)</p>
<p>Faculty currently submitting any/all New/Revisions for 25-26 Catalog*</p> <p>*Courses that want 25-26 UC Transfer status, CalGETC consideration (that already have UC transfer status), and ADT revisions for CalGETC must make the last (May 6th) Curriculum Committee Meeting. Recommended CNET submission deadline is April 1st, 2024.</p>						

Fall 2024: Submission Deadlines (CurricUNET)	
Aug. 19 th Curriculum Committee Meeting - Faculty revisions (TRC) due no later than the Wednesday prior (Aug 14 th)	
<p>AUG 23rd</p> <p><i>AUG 24 - NOV 1: Exception Form needed for late submissions</i></p>	<p>CurricUNET SUBMISSION DEADLINE</p> <p>Courses (GE Disciplines*)</p> <p><i>*Not requiring UC Transfer or CalGETC consideration*</i></p> <p>Revisions, Deactivations, and Reactivations</p> <p>25-26 Catalog</p> <p>*ACCT, ANAT, ANTH, ARCH, ART, ASL, ASTR, BIOL, BOT, CALS, CHEM, CHIN, CMST, COM, DAN, ECON, EDUC, ENGL, ESCI, ESL, ETHS, FREN, GEOG, GERM, HIST, HLTH, HUM, JAPN, KINES, MATH, MICR, MUS, NHIS, PE, PEAT, PHIL, PHSC, PHY, PHYS, POLS, PSYC, SDEV, SPAN, SOC, STU, THTR, WSL, ZOO</p>
<p>SEPT 6th</p>	<p>Recommended CurricUNET SUBMISSION DEADLINE</p> <p>NEW Courses/NEW Programs</p> <p>Spring 2025 Catalog Addendum</p> <p>New Programs and Courses may be submitted at "any time," but these proposals must also undergo review by three different committees (Curriculum, Senate, and Board) that are on set dates. It is highly recommended you do NOT wait until this deadline to submit a New Course or Program, especially if your New Program is CTE.</p>
Sept. 16 th Curriculum Committee Meeting - Faculty revisions (TRC) due no later than the Wednesday prior (Sept 11 th)	

SEPT 20th <i>SEPT 21 – NOV 1: Exception Form needed for late submissions</i>	CurricUNET SUBMISSION DEADLINE Programs & Courses (CTE Disciplines*) <i>*Not requiring ADT revisions, UC Transfer, or CalGETC consideration*</i> Revisions, Deactivations and Reactivations <u>25-26 Catalog</u> <i>*ADJU, ADS, AG, AGAB, AGAS, AGEH, AGEQ, AGMA, AGNR, AGPS, AGSA, AGVETT, AGVIT, ALH, AUTO, BSOT, BUAD, CIS, CONS, CULA, DIES, DNLT, DSS, ECE, ENER, ENGR, FAID, FIRS, FTWL, FTWO, FTWP, HEOC, HIMS, HIT, HOSP, HUSV, INDE, JOUR, NUTR, PTA, REGN, VOC, WELD, WTT</i>
<i>Sept. 30th Curriculum Committee Meeting (if needed) - Faculty revisions (TRC) due no later than the Wednesday prior (Sept 25th)</i>	
<i>Oct. 7th Curriculum Committee Meeting - Faculty revisions (TRC) due no later than the Wednesday prior (Oct 2nd)</i>	
OCT 14th <i>OCT 15 – NOV 1: Exception Form needed for late submissions</i>	Recommended CurricUNET SUBMISSION DEADLINE NEW Courses/NEW Programs <i>*Not requiring ADT revisions, UC Transfer, or CalGETC consideration*</i> <u>25-26 Catalog</u> New Programs and Courses may be submitted at “any time,” but these proposals must also undergo review by three different committees (Curriculum, Senate, and Board) that are on set dates. It is highly recommended you <u>do NOT wait until this deadline</u> to submit a New Course or Program, especially if your New Program is CTE.
<i>Oct. 21st Curriculum Committee Meeting - Faculty revisions (TRC) due no later than the Wednesday prior (Oct 16th)</i>	
NOV 1st	EXCEPTION FORM CUTOFF If you miss the above deadlines, an Exception Form may be submitted through this date. ➤ <i>For example, if you submit a GE Course Revision after AUG 23rd, you <u>MUST</u> submit an Exception Form with it.</i> ➤ <i>For example, if you submit a New Course/Program after OCT 14th, you <u>MUST</u> submit an Exception Form with it.</i> *An Exception Form is still not a guarantee of placement in the 25-26 Catalog.*
<i>Nov. 4th Curriculum Committee Meeting - Faculty revisions (TRC) due no later than the Wednesday prior (Oct 30th)</i>	
<i>Dec. 2nd Curriculum Committee Meeting - Faculty revisions (TRC) due no later than the Wednesday prior (Nov 27th)</i>	
DEC	Office of Instruction begins 25-26 Catalog. (CNET submissions for 25-26 Catalog closed) CalGETC submissions in progress (Articulation Officer)

The Review Process

After faculty course authors have written/reviewed and submitted a course/program in the curriculum management system (CurricUNET), the administrative and technical review process begins. The curriculum goes through review by the following people/positions in order:

>CurricUNET

- Articulation Officer
- Distance Education Coordinator
- Dean
- Technical Review Committee (TRC)
 - Curriculum Specialists
 - Faculty Curriculum Chair

>Faculty Revisions

Reviewers at the TRC level will offer suggestions to the faculty via email for curriculum improvements. Quick faculty responses will expedite the process, allowing the course/program to move to the next step of the process.

>Curriculum Committee

>Senate (New Courses/Programs only)

>Board of Trustees (New Courses/Programs only)

>Chancellor’s Office (COCI)

>ACCJC (New Programs only)

Once it is approved by the Chancellor’s Office/ACCJC, it is officially approved and can be added to the next catalog.