

TO: CWU
 FROM: Faculty Senate Curriculum Committee (FSCC)
 DATE: June 3, 2017
 SUBJECT: Deadline Notice for 2018-2019 Catalog

All curriculum proposals must be submitted using Curriculog through MyCWU. Contact the Curriculog Team for training.

Once an originator launches and approves a proposal, it may take a maximum of 15 days at each approval level to move through the process. Curriculum submitted with errors will be returned to the Originator. After final approval, please allow up to two (2) weeks for MYCWU activation and scheduling. Refer to Curriculum Policy and Procedures for curricular guidance.

As per policy CWUP 5-50-090, changes to existing programs and general education requirements will be implemented fall quarter following publication in the official electronic catalog by May 15, 2018 for academic year 2018-19.

The Faculty Senate Curriculum Committee (FSCC) expects the originator and Dean or designee to attend the meeting at which new majors, minors, specializations, and certificates are reviewed to answer questions as needed.

IMPORTANT NOTE: Please plan to submit your curriculum as early as possible to allow time for corrections to be resolved. Meeting a submission deadline does not guarantee a proposal will meet subsequent deadlines.

Faculty Senate and Board of Trustee approval, when applicable, occurs *after* Faculty Senate Curriculum Committee approval. Faculty Senate reviews and approves all new majors, minors, specializations, and certificates; general education changes; and any program changes that exceed the credit limitations for the type of degree (for B.A., 75 credits; B.S., 110 credits). The Board of Trustees approves all new majors and degree types. Curriculum for Faculty Senate approval and Board of Trustee approval will be prepped and sent through the Faculty Senate Office.

Curriculum Proposal Planning Timeline Guide

Type of Curriculum Proposal	Approval Levels Post Registrar	Suggested Originator Launch & Approval (*)	Due to Registrar	Quarter to be Offered
New courses & course changes	FSCC	8/23/2017	9/22/2017	Winter 2018
		10/12/2017	11/10/2017	Spring 2018
		12/12/2017	1/11/2018	Summer 2018
		1/10/2018	2/9/2018	Fall 2018
Program changes	FSCC	12/12/2017	1/11/2018	Fall 2018 AY18-19
General Education Program Change	Faculty Senate			
General Education New Courses and Course Changes	FSCC Faculty Senate General Education Committee	8/21/2017 8/30/2017	9/20/2017 Provost grant proposals 9/29/2017 All other proposals	Fall 2018 AY 18-19
New Certificate	FSCC Faculty Senate	3/28/2018	No later than 4/27/2018 To be approved by FSCC by 5/17/2018 and to Faculty Senate by 5/30/2018	May be offered once they have final approval. New programs receiving final approval after the 5/15/2018 Catalog deadline may be offered, but will not be included in the 2018-19 Catalog.
New Minor				
New Specialization				
New Major	Associate Provost (as Provost Designee) FSCC Faculty Senate Board of Trustees ICAPP & NWCCU	2/20/2018	No later than 3/30/2018 To meet tentative Board of Trustees Meeting 5/18/2018	
New Degree Type				

*Presumed Department Chair (15 days) and Dean (15 days) each for approval prior to Registrar.

Teacher Certification adds at least 1 additional approval level (15 days).

Graduate proposals can add up to 3 approval levels (45 days).

Graduate proposals involving Teacher Certification can add up to 4 approval levels (60 days)

Curriculum Related Contact Information

	Request	Contact Person	Phone	Email
Faculty Senate	Meeting Dates and Information	Janet Shields Administrative Assistant Faculty Senate	(509)963-3231	Janet.Shields@cwu.edu
General Education Committee				
Faculty Senate Curriculum Committee				
	General Curriculum Questions and ICAP or NWCCU Information	Linda Hoff Administrative Assistant Office of Associate Provost	(509)963-1404	Linda.Hoff@cwu.edu
	Review Questions	Ginny Blackson FSCC Chair	(509)963-1306	Ginny.Blackson@cwu.edu
Curriculog	General Questions	Rose Spodobalski-Brower Associate Registrar	(509)963-3552	Rose.Spodobalski-Brower@cwu.edu
	Training	Curriculog Team	---	curriculog@cwu.edu
Graduate Council	Meeting Dates and Information	Dawn Anderson Program Support Specialist Graduate Studies & Research	(509)963-3108	Dawn.Anderson@cwu.edu
Graduate Council Curriculum Committee				
Board of Trustee	Meeting Dates and information	Kimberly Dawson Executive Assistant President's Office	(509)963-2159	Kimberly.Dawson@cwu.edu
Program Assessment	Information NWCCU and ICAPP	Bernadette Jungblut Associate Provost for Accreditation and Academic Planning	(509)963-2445	Bernadette.Jungblut@cwu.edu
Teacher Education	Information	Ron Jacobson Executive Director School of Education	(509)963-1935	Ron.Jacobson@cwu.edu
Teacher Certification	Information	Crystal Weddington Associate Director School of Education	(509)963-2660	Crystal.Weddington@cwu.edu

Example Curriculum Process Timeline

The following curriculum process timeline examples are based on meeting the May 15, 2018 Catalog Deadline. Each example is calculated according to the maximum approval window of 15 days at each level indicated.

The Registrar's Office review and approval is processed in the most expedient way possible. Anticipate incomplete proposals, or those with errors, will take more time than those without.

The Board of Trustees meeting schedule is pending approval in July 2017.

Please note the Interinstitutional Committee on Academic Program Planning (ICAPP) and Northwest Commission on Colleges and Universities (NWCCU) review and approve according to their respective external timeline.

New Undergraduate Program

Originator Launch & Approve	---	9/1/2017
Department Chair Approval	Up to 15 days	9/18/2017
Dean's Approval	Up to 15 days	10/2/2017
Registrar (as soon as processed)	---	10/17/2017
Provost or designee (Associate Provost)	Up to 15 days	11/1/2017
Faculty Senate Curriculum Committee (without holds)	Up to 15 days	11/16/2017
Faculty Senate Executive Committee (to approve FS agenda)	Next Available FS Agenda	1/3/2018
Faculty Senate Approval	At Meeting	1/10/2018
BOT Next available agenda determined by President's Office	Tentative	2/9/2018
ICAPP (based on their schedule)	External	(?)
NWCCU (based on their schedule, typically a minimum of 6 weeks)	External	(?)

New Undergraduate Program Involving Teacher Certification

Originator Launch & Approve	---	8/17/2017
Department Chair(s) Approval(s) & Teacher Certification Office	Up to 15 days	9/1/2017
Respective College Dean's Approval	Up to 15 days	9/18/2017
Registrar (as soon as processed)	---	10/2/2017
School of Education Executive Director Approval	Up to 15 days	10/17/2017
Provost or designee (Associate Provost)	Up to 15 days	11/1/2017
Faculty Senate Curriculum Committee (without holds)	Up to 15 days	11/1/2017
Faculty Senate Executive Committee (to approve FS agenda)	Next Available FS Agenda	1/3/2018
Faculty Senate Approval	At Meeting	1/10/2018
BOT Next available agenda determined by President's Office	Tentative	2/19/2018
ICAPP (based on their schedule)	External	(?)
NWCCU (based on their schedule, typically a minimum of 6 weeks)	External	(?)

New Graduate Program

Originator Launch & Approve	---	7/18/2017
Department Chair Approval (up to 15 days)	Up to 15 days	8/2/2017
Dean's Approval (up to 15 days)	Up to 15 days	8/17/2017
Registrar (as soon as processed)	---	9/1/2017
Graduate Council Curriculum Committee	Up to 15 days	9/18/2017
Graduate Council Approval (up to 15 days)	Up to 15 days	10/2/2017
Dean School of Graduate Studies and Research	Up to 15 days	10/17/2017
Provost or designee (Associate Provost)	Up to 15 days	11/1/2017
Faculty Senate Curriculum Committee (without holds)	Up to 15 days	11/16/2017
Faculty Senate Executive Committee SEC (to approve for FS agenda)	Next Available FS Agenda	1/3/2018
Faculty Senate Approval	At Meeting	1/10/2018
BOT Next available agenda determined by President's Office	Tentative	2/9/2018
ICAPP (based on their schedule)	External	(?)
NWCCU (based on their schedule, typically a minimum of 6 weeks)	External	(?)

New Graduate Program Involving Teacher Certification

Originator Launch & Approve	---	7/3/2017
Department Chair(s) Approval(s) & Teacher Certification Office	Up to 15 days	7/18/2017
Respective College Dean's Approval	Up to 15 days	8/2/2017
Registrar (as soon as processed)	---	8/17/2017
School of Education Executive Director Approval	Up to 15 days	9/1/2017
Graduate Council Curriculum Committee	Up to 15 days	9/18/2017
Graduate Council Approval	Up to 15 days	10/2/2017
Dean School of Graduate Studies and Research	Up to 15 days	10/17/2017
Provost or designee (Associate Provost)	Up to 15 days	11/1/2017
Faculty Senate Curriculum Committee (without holds)	Up to 15 days	11/16/2017
Faculty Senate Executive Committee (to approve FS agenda)	Next Available FS Agenda	1/3/2018
Faculty Senate Approval	At Meeting	1/10/2018
BOT Next available agenda determined by President's Office	Tentative	2/9/2018
ICAPP (based on their schedule)	External	(?)
NWCCU (based on their schedule, typically a minimum of 6 weeks)	External	(?)