

TO: CWU  
 FROM: Faculty Senate Curriculum Committee (FSCC)  
 DATE: April 3, 2019 – Revised July 31, 2019  
 SUBJECT: Deadline Notice for 2020-2021 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, 2020 for academic year 2020-21.

**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 Trustees 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 Trustees approval will be prepped and sent through the Faculty Senate Office. In order for a Major to be included in the Catalog it must be approved by ICAPP & NWCCU.

### Curriculum Proposal Planning Timeline Guide

Type of Curriculum Proposal AY 2020-21	Approval Levels Post Registrar	Due to Department Chair	Due to Dean	Due to Registrar	Quarter to be Offered
New courses & course changes (not effecting a program)	FSCC	3/27/19	4/11/19	4/26/19	Winter 2020
		9/4/19	9/19/19	10/4/2019	Spring 2020
		10/30/19	11/14/19	11/29/2019	Summer 2020
		12/18/19	1/2/2020	1/17/2020	Fall 2020
Program changes	FSCC Faculty Senate (if over credit)	12/12/19	12/26/19	1/10/2020	Fall 2020 AY20-21
New programs	FSCC Faculty Senate	12/12/19	12/26/19	1/10/2020	AY2020-2021  New programs receiving final approval after the 5/15/2020 catalog deadline may be offered, but will not be included in the 2020-21 Catalog.
	<b>Approval Levels Post Registrar</b>			<b>Due to General Education</b>	<b>Quarter to be Offered</b>
General Education Proposals	General Education Committee			10/4/2019 5 p.m.	AY 2020-2021

\*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)

\* Course fee request forms are due 1/31/2019 to the Provost Office.

### Curriculum Related Contact Information

	<b>Request</b>	<b>Contact Person</b>	<b>Phone</b>	<b>Email</b>
Faculty Senate	Meeting Dates and Information	Janet Shields Administrative Assistant Faculty Senate	(509)963-3231	<a href="mailto:Janet.Shields@cwu.edu">Janet.Shields@cwu.edu</a>
General Education Committee				
Faculty Senate Curriculum Committee		General Curriculum	Office of Associate Provost	(509)963-1404
	Review Questions	Michael Goerger FSCC Chair		<a href="mailto:Michael.Goerger@cwu.edu">Michael.Goerger@cwu.edu</a>
Curriculog	General Questions	Rose Spodobalski-Brower Associate Registrar	(509)963-3552	<a href="mailto:Rose.Spodobalski-Brower@cwu.edu">Rose.Spodobalski-Brower@cwu.edu</a>
	Training	Curriculog Team	---	<a href="mailto:curriculog@cwu.edu">curriculog@cwu.edu</a>
Graduate Council	Meeting Dates and Information	Dawn Anderson Program Support Specialist Graduate Studies & Research	(509)963-3108	<a href="mailto:Dawn.Anderson@cwu.edu">Dawn.Anderson@cwu.edu</a>
Graduate Council Curriculum Committee				
Board of Trustees	Meeting Dates and information	Kimberly Dawson Executive Assistant President's Office	(509)963-2159	<a href="mailto:Kimberly.Dawson@cwu.edu">Kimberly.Dawson@cwu.edu</a>
Program Assessment	Information NWCCU and ICAPP	Bernadette Jungblut Associate Provost for Accreditation and Academic Planning	(509)963-2445	<a href="mailto:Bernadette.Jungblut@cwu.edu">Bernadette.Jungblut@cwu.edu</a>
Teacher Education	Information	Ron Jacobson Executive Director School of Education	(509)963-1935	<a href="mailto:Ron.Jacobson@cwu.edu">Ron.Jacobson@cwu.edu</a>
Teacher Certification	Information	Crystal Weddington Associate Director School of Education	(509)963-2660	<a href="mailto:Crystal.Weddington@cwu.edu">Crystal.Weddington@cwu.edu</a>
Course Fees	Information	Sharon Jonassen, Senior Academic Finance Manager	(509)963-2943	<a href="mailto:Sharon.Jonassen@cwu.edu">Sharon.Jonassen@cwu.edu</a>

